

## Kirby Bellars Parish Council

### Records Management Policy

Below is an annex indicating the appropriate minimum retention periods for the most important documents for audit and other reasons. There is a clear need to retain documentation for audit purposes, staff management, tax liabilities, and the eventuality of legal disputes and legal proceedings. Subject to these reasons for retaining documents, and as a basic starting point, papers and records may be destroyed if they are no longer of use or relevant. If in doubt, documents should be retained until proper advice has been received.

Document	Minimum Retention Period	Reason
Minute Books	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year	Audit
Wages books	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for insurances against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers Liability (Compulsory Insurance) Regulations 1998 (SI. 2753). Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)

Other documents not mentioned above may be treated as follows:

#### Planning Papers

- Where planning permission is granted, the planning application, any plans and the decision letter should normally be retained until the development has been completed so that, if required, the council can check that the development proceeds in accordance with the

terms and conditions of the permission. Where planning permission is granted on appeal, a copy of the appeal decisions should also be retained. It may sometimes be sensible to retain an appeal decision indefinitely because of wider implications i.e. the decision may set a precedent for other developments in the locality.

- Where planning permission is refused, the papers should be retained until the period within which an appeal can be made has expired. If an appeal is made, and dismissed, the decision letter may be worth retaining against further applications relating to the same site.
- Where a substantial number of planning applications are received from the local planning authority, it is advisable for a council to have an effective referencing and filing system.
- Copies of Local Plans and similar documents should be retained as long as they are in force.

### **Insurance Policies**

- All insurance policies should be kept for as long as it is possible for a claim to be made under them. Irrespective of how long policies and correspondence are retained, the recommendation is that councils ensure that they keep a permanent record of insurance company names and policy numbers for all insured risks. Regulation 4 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (SI.2753) requires local councils, as employers, to retain certificates of insurance against liability for injury or disease to their employees arising out of their employment (this insurance is mandatory under the Employers' Liability (Compulsory Insurance) Act 1969) for a period of 40 years from the date on which the insurance is commenced or renewed.

### **Information from other Bodies**

- Such information should be retained for as long as it is useful and relevant i.e. circulars etc. from county associations, NALC and other bodies.

### **Correspondence**

- If related to audit matters, correspondence should be kept for the appropriate period specified in the above table. In planning matters, correspondence should be retained for the same period as suggested for other planning papers. For other correspondence (unless relating to staff), no firm guidance can be laid down.

### **Documentation Relating to Staff**

- Should be kept securely and in accordance with the eight data protection principles contained in the Data Protection Act 1998. The principles provide that personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. However even after an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council. The time limits within which a claim (and any appeal) may be lodged against an employer at an employment tribunal are set out in the legislation that contains the employment right in question or failing that be reference to the Limitations Act 1980 (as amended) considered below. The time for lodging a claim at an employment

tribunal is usually measured from the date that the employment relationship ended or the date of the act complained of.

### **Local/Historical Information**

- The Local Government (Records) Act 1962 provides that parish councils (and parish meetings in parishes without a separate parish council) may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use of such records (defined as materials in written or other form setting out facts or events or otherwise recording information).

### **Arrangements for the Deposit, Storage and Management of Documents**

- In accordance with s.227 of the Local Government Act 1972 (the 1972 Act), if a parish council requests that district council in which the parish is situated or a community council in Wales requests the county or county borough council in which the community is situated, the relevant principal authority must provide proper depositories for all the specified papers (defined as public books, writings, council papers and all documents directed by law to be kept) belonging to the parish or community for which there is no other provision. (In the case of a parish or community not having a separate parish or community council, the council of the district in which the parish, or the county or county borough council in which the community is situated must provide proper depositories for all the specified papers under the control of the parish meeting or belonging to the community but in England only which the consent of the parish meeting). Documents of local and or historical importance, if not retained and stored by a local council, with or without reliance on the provisions of s. 224 of 1972 Act, should be offered first to the county records office if there is one. The county archivist there will always be willing to advise on which records should be permanently preserved.
- Local councils (and parish or community meetings of parishes or communities without a separate council) are advised to implement systems of paper and electronic records management (including those records retained for audit purposes reviewed annually by a council's internal auditor). Such systems should ensure the storage and security of, access to and disposal of both paper and electronic records. It is essential that any such systems (and policies) relating to record management include an annual review of the records themselves and also the effectiveness of such systems (and policies).

### **Retention of Documents for Legal Purposes**

- Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question. The table below sets out the limitation periods for the different categories of claim. The reference to 'category' in the table refers to claims brought in respect of that category.

<b>Category</b>	<b>Limitation Period</b>
Negligence (and others 'Torts')	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years

Personal Injury	3 years
To Recover Land	12 years
Rent	6 years
Breach of Trust	None

- Where the limitation periods above are longer than other periods specified in this Note, the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories.
- The same principles apply in the case of debts. If the debts arise under a simple contract the limitation period will be six years but if the debt arises under a lease the limitation period will be 12 years (unless it relates to rent in which case the limitation period will be six years).
- As there is no limitation period in respect to trusts, councils are advised that they should never destroy trust deeds and schemes and other similar documentation.
- For the sake of completeness it should be noted that some limitation periods can be extended. Examples include:
  - Where individuals do not become aware of damage until a later date
  - Where damage is hidden
  - Where a person is a child or suffers from a mental incapacity
  - Where there has been a mistake by both parties
  - Where one party has defrauded another or concealed facts.
- It hardly needs to be said that the higher the values of a contract or the higher the risk or value of a claim being made, the more likely it is that the greater expense/inconvenience of storing documents for longer periods can be justified. It may be possible to have documents scanned onto DVD at a reasonable cost to reduce the cost of storage space. Councils should also confirm the precise wording of any insurance policies they have to ensure that they comply with any terms they contain in respect of the retention of documents and information.

The same arrangements for keeping records and copies should be applied to electronic documents and a paper document.