

# Kettleburgh Parish Council Records Management Policy

## Introduction

1. Kettleburgh Parish Council (“the Council”) recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Council.
2. This policy applies to all records created, received or maintained by the Council. Records are defined as all those documents, on any media, which relate to the business carried out by the Council and which are thereafter retained for any purpose.
3. The Council has taken guidance, in forming this policy, from NALC’s Legal Topic Note 40. The November 2016 revision was current. Reviews of this policy should refer to any updates to this source document.

## Responsibility

4. The Clerk to the Parish Council (“the Clerk”) should determine appropriate storage methods for records to be stored locally and deposit records that are to be kept indefinitely with the Suffolk Records Office after a maximum of five years.
5. The Clerk should, at least annually, go through the records of the council and take out those records beyond the limits defined in this policy, disposing of them securely taking note of any relevant guidance in the Data Protection Policy.
6. The Council should review this policy annually as well as the effectiveness of storage and access systems, noting any relevant clauses in any applicable insurance.

## Limitations

7. The table below defines the periods of record retention beyond which records should be disposed of. When in doubt the Clerk should retain a record until appropriate advice has been received.

<b>Record</b>	<b>Minimum Retention Period</b>	<b>Reason</b>
Minute books	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements for all 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  3 years	Audit (requirement)  Personal injury (best practice)
Wages books	12 years	Superannuation
Insurance Policies	While valid	Management
Certificates for insurance 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
Insurance schedules	Indefinitely	Management
Investments	Indefinitely	Audit, Management
Title deeds, leases, agreements, contracts	Indefinitely	Audit, Management
Planning papers for permitted applications	Until development completed	Development review
Planning papers for refused applications	Until application refused	
Planning policy documents	While in force	Reference
Local and historical information	Indefinitely	Interest

8. The title deeds and lease for the Kettleburgh Green are held by the lawyers who dealt with them, Marshall Hatchick of Woodbridge.