

LAPWORTH PARISH COUNCIL RECORDS MANAGEMENT POLICY

INTRODUCTION

Lapworth Parish 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 association. This document provides the policy framework through which this effective management can be achieved and audited.

SCOPE

This policy applies to all records created, received or maintained by Lapworth Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Lapworth Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. A small percentage of Lapworth Parish Council records may be selected for permanent preservation as part of the Councils archives and for historical research.

RESPONSIBILITIES

Lapworth Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with Lapworth Parish Council's records management guidelines.

RETENTION SCHEDULE

The retention schedule refers to record series regardless of the media in which they are stored:

Document	Retention Period	Why Retain
Council official records:		
Signed minutes	Indefinite	Legal
Acceptance of office	4 years	Legal
Declarations of interest	Indefinite	Legal
Members Register of Interest	For duration of office	Legal
Members' Allowances register	6 years	Audit
Scale of fees and charges	6 years	Audit
Quotations and Tenders	6 years	Audit
Asset Register	Indefinite	Audit
Title deeds, leases, agreements, contracts	Indefinite	Audit
Employee Records:		
Accident reports	3 years	Legal
Payment changes	6 years	Legal
Amended code number notice	6 years	Legal
Contribution records	Permanently	Legal
Actuarial valuation reports	Permanently	Legal
Records of ex-pensioners	6 years after benefit ends	Legal
Pension investment policies	12 years after benefit ends	Legal
Inland Revenue approvals	Permanently	Legal
Staff personal records	7 years after employment ends	Reference

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Expenses accounts	7 years	Legal
Staff overtime	3 years	Audit
Redundancy/long service awards	7 years	Legal
Wages:		
P45, P58, P48, P6, P60	6 years	Legal
Income tax/pay details	6 years	Legal
Returned tax	6 years	Legal
Schedule of deductions	6 years	Audit
Pay advice	Current plus 1 year	Legal
Payroll	Current plus 6 years	Audit
Annual earnings summary	Current plus 12 years	Legal
Wages book	12 years	Legal
Contractors:		
Time sheets	Current plus 1 year	Legal
Insurance:		
Public and product liability policies	While valid	Legal
Certificate for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	Legal
Cash Records:		
Bank paying-in counterfoils	Last completed audit year	Audit
Bank/GIRO account statements	Last completed audit year	Audit
Daily cash book	6 years	Legal
Banking returns	6 years	Legal
Unrepresented cheque list	6 years	Legal
Bank reconciliations	6 years	Legal
Investments	Indefinite	Audit
Petty cash, postage, phone records	Current plus 6 years	Audit
Main cash book (Receipts & Payments)	Permanently	Legal
Cash received/cheque payment sheets	Current plus 6 years	Legal
Pension fund details	Permanently	Legal
Cheques stubs/remittance advice	Last completed audit year	Audit
Invoice	6 years (revenue)	Legal
Purchase requisitions	2 years	Audit
Purchase orders	2 years (revenue) 3 years after expiry (capital)	Audit
VAT records	6 years	VAT
Property Receipts:		
Leases	12 years after lease end	Legal
Architect builder agreements	6 years after contract ends	Legal
Planning permission	12 years after interest ends	Legal
Planning:		
Permission granted (all papers)	Until development completed	NB The Planning Authority will retain all these documents
Permission granted on appeal	Until development completed	
Permission granted on appeal (decision)	Permanently	
Permission refused on appeal (decision)	Permanently	
Permission refused	Until end of appeal period	
Structure, local plans etc	Until superseded	
Other documents:		
• Standing Orders	Indefinite until superseded	

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<ul style="list-style-type: none">• Financial Regulations• Policies		
Register of Electors	1 year	
NALC, CALC, etc information	As long as relevant	
Magazines and journals		
Correspondence relating to the above	For as long as relevant / pertinent	
Correspondence from the public on general issues	For as long as relevant / pertinent	

Signed (Chair): Cllr Henderson

Date: 12th February 2024

Date for next review: February 2025