

Cannock Wood Parish Council

DOCUMENT RETENTION AND RECORDS MANAGEMENT POLICY

Approved at a meeting of the Parish Council held on 18th September 2025

INTRODUCTION

Cannock Wood 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 Parish Council. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies
- Retention Schedule

SCOPE

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically and this policy includes documents received by, created or held by a Parish Councillor (whether elected or co-opted) which relate to the business of the Parish Council.

The term “Record” refers to any document or record regardless of the media in which they are stored so refers to electronic records as well as printed documents.

RESPONSIBILITIES

The 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 to the Parish Council.

Staff, Councillors and volunteers who hold records for which they are responsible have a duty to ensure those records are accurate and are maintained and disposed of in accordance with the Parish Council’s records management guidelines.

RELATIONSHIP WITH EXISTING POLICIES

This policy has been drawn up within the context of:

- Freedom of Information Policy
- Data Protection policy/publication scheme
- Audit Regulations

And such other legislation or regulations which may from time to time apply to Parish Councils.

DOCUMENT RETENTION SCHEDULE

Under the Freedom of Information Act 2000 the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention

schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

| Document | Minimum Retention Period | Reason |
|---|---|------------------------|
| Minutes and Correspondence | | |
| Minutes of Council meetings | Indefinite | Archive |
| Agendas | Indefinite | Archive |
| Correspondence and papers on important local issues | Indefinite | Archive |
| Routine correspondence | As long as useful | Management |
| | | |
| Financial | | |
| Receipt and payment accounts | Indefinite | Archive |
| Accounts/Financial Annual Return | Indefinite | Archive |
| Bank statements | Indefinite | Audit |
| Cheque book stubs | Indefinite | Audit |
| Budget control papers | Current year + 2 years | Audit |
| Quotations & tenders | 6 years | Statute of Limitations |
| Paid invoices | 6 years | VAT |
| Paid cheques | 6 years | VAT |
| VAT records | 6 years | VAT |
| Payroll records | 5 years | Audit |
| | | |
| Insurance | | |
| Certificate of Employers Liability | 50 years | Legislation |
| Certificate of Public Liability | 21 years | Legislation |
| Insurance Claim records | 7 years after all obligations are concluded | Legislation |

| | | |
|--|--|------------|
| Policy renewal records & correspondence | While valid | Management |
| | | |
| Members | | |
| Register of Interests | 18 months after individual ceases to be a Member | Management |
| Other | | |
| Complaints | 5 years after closure of case | Management |
| | | |
| Personnel/Staff Matters | | |
| Application forms (unsuccessful candidates) | 6 months | Management |
| Disciplinary Records | Retain for period of employment | Management |
| Personnel Files | 6 years after ceasing employment | Management |
| | | |
| Planning | | |
| Applications | 5 year | Management |
| Applications on which Parish Council has commented | 5 years | Management |
| | | |

Reviewed and Approved

Signed
Chairman