Linkinhorne Parish Council

Records' Management and Retention Policy

The 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 of the policy

This policy applies to all records created, received or maintained iby the Parish Council in the course of executing its functions.

Records are defined as all those documents which facilitate the business undertaken by the Parish Council and which are thereafter retained (for a defined period) to provide evidence of its transactions or activities. These records may be created, received or maintained electronically or in hard copy.

A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archives, and for historical research.

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.

Relationship with existing policies

This policy has been drawn up within the context of Freedom of Information policy, Data Protection policy, and with other legislation or regulations affecting the Parish Council.

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.

The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when creating new record keeping systems.

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

Planning Papers

Permission granted

All papers to be retained until the development has been completed to allow the Council to check that the development proceeds in accordance with the terms of the permission. Appeal decisions should be retained indefinitely as they may be required should there be longer term implications e.g. the decision reached may set a precedent for other developments in the locality.

Permission refused

All papers to be retained until the period in which an appeal can be made has expired. If a resulting appeal is dismissed the documentation should be retained in case of further applications relating to the same site arise.

Structure Plans and Local Plans

These should also be retained as long as they are in force.

Retention of documents required for the audit of Parish Councils

Document	Minimum Retention period	Reason
Minute books	Indefinite	Archive/CRO
Scale of fees and charges	5 years	Management
Payments and receipts	Indefinite	Archive
Annual Return	Indefinite	Archive
Receipt books	6 years	VAT
Bank statements	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	12 years/indefinite	Statute of Limitations
Paid invoices	6 years	VAT
Paid cheques	6 years	Statute of Limitations
VAT records	6 years	VAT
Wages books/PAYE books	12 years	Superannuation
Insurance policies:		
Cert. of Employers' Liability	40 years from date of commencement of insurance/renewal	Legal requirement
Cert. of Public Liability	21 years	Legal requirement
General	Whilst valid	Management
Investments	Indefinite	Audit/management
Title deeds, leases, agreements, contracts	Indefinite	Audit management
Members' allowances	6 years	Statute of Limitations
Burials:		
Registers of burials and memorials	Indefinite	Archive
Register/plan of grave plots	Indefinite	Archive
Applications for interment	Indefinite	Archive
Applications to erect monuments	Indefinite	Archive
Copy certificates of grant of exclusive right of burial	Indefinite	Archive

There are no firm guidelines for the retention of general (other than relating to planning, audit or staff) correspondence. However, an annual review of all documentation should be carried out with ephemeral items marked for destruction and the remainder being considered for archiving or transfer to the County Record Office as appropriate.

Date of Review	**Reviewed by**	**Amendments**	**Minute number**
9th November 2026	Full Council	n/a	2026/60