

UGTHORPE & HUTTON MULGRAVE PARISH COUNCIL DOCUMENT RETENTION POLICY
ADOPTED: May 2022

Ugthorpe & Hutton Mulgrave Parish Council will retain important documents for the minimum periods listed in the table below; however, it will ensure that information is not kept for longer than is necessary and will retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements. The guidelines set out in this document assists us in compliance with the Freedom of Information Act 2000, the General Data Protection Regulation 2018 (GDPR) and other associated legislation.

If held, documents may be made available in response to a Freedom of Information (FOI) request in accordance with the requirements of the Council's Freedom of Information Publication Scheme. Administering the retention of documents is the responsibility of the Clerk to the Council. Ugthorpe & Hutton Mulgrave Parish Council will periodically deposit records and documents with the County Council for archiving purposes. If an FOI request is received and the parish council does not hold the documents directly, then the requestor will be directed to the County Council archives. Ugthorpe & Hutton Mulgrave Parish Council will annually review emails, paper and electronic records it retains and may destroy any that are no longer of use or relevant.

| DOCUMENT | MINIMUM RETENTION PERIOD | REASON |
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| Asset Register | Current Version | Management/Audit |
| Audit Correspondence | Last completed audit year | Audit |
| Bank paying in books | Last completed audit year | Audit |
| Bank statements, including deposit/savings | Last completed audit year | Audit |
| Budgets | 6 years | Audit |
| Certificate for insurance against liability for employees | 40 years from date on which insurance commenced or was renewed | The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI 2753), Management |
| Cheque book stubs | Last completed audit year | Audit |
| Declarations of Office | Term of Office plus 1 year | Management |
| Grant/Funding Applications & Claims | 3 years | Audit/Management |
| HMRC PAYE | 12 years | Superannuation |
| Information from third party bodies | Whilst useful and relevant | Management |
| Insurance policies | While valid | Management |
| Investments (if held) | Indefinite | Audit, Management |
| Local/Historical Information | Whilst useful and relevant | Management |
| Magazines, Journals, Newsletters (paper & electronic) | Whilst useful and relevant | Management |
| Minutes | Indefinite | Archive |
| Paid cheques | 6 years | Limitation Act 1980 (as amended) |
| Paid Invoices | 6 years | VAT |
| Planning Papers received from local planning authorities | All Planning Papers are received and responded to electronically. They are available via the Planning Authorities website, therefore, no hardcopies retained | Management |
| Policies of the Council | Current Version | Management |
| Postage books | 6 years | Tax, VAT, Limitation Act 1980 (as amended) |
| Quotations & tenders | 6 years | Limitation Act 1980 (as amended) |
| Receipt & Payment Accounts/Annual Returns Published | Indefinite | Archive |
| Receipt books of all kinds (if held) | 6 years | VAT |
| Reconciliation of Bank Accounts | 3 years | Audit/Management |
| Routine correspondence and emails | 6 months | Management |
| Staff Documentation | In accordance with DPA/GDPR | DPA 1998/GDPR 2018 |
| Timesheets | Last completed audit year | Audit |
| Title deeds, leases, agreements, contracts where applicable and in place | Indefinite | Audit, Management |
| VAT records | 6 years | VAT |