

EAST BERGHOLT PARISH COUNCIL

Document Retention Policy

East Bergholt Parish Council's policy is to retain electronic and paper documents as long as necessary to meet legal requirements and where there is no legal requirement, for as long as there is a good business reason to do so.

by Councillor Matthews and **RESOLVED** (unanimously) that subject to the addition of the Car Park Maintenance Plan, the Car Park Risk Assessment, and Risk Assessments generally, the Document Retention Policy be approved and adopted.

The Council complies strictly with data protection legislation in respect of the retention of personal information.

DOCUMENT	ELE CTR ONI C/P APE R	LOCATION	MINIMUM RETENTION PERIOD
<u>Administration</u>			
Agendas and Minutes of Council, Annual Parish Meeting, Committee Meetings and Neighbourhood Plan Group	E&P	Electronic and Minutes file	Indefinitely (inc. Suffolk Record Office). Storage in office recently upgraded to enable EBPC to keep documents for as long as needed.
Burial Grounds	E&P	Manual registers, plans and other records, electronic correspondence	Indefinitely
CIL reports (Annual and Six Monthly) and associated correspondence.	E&P	Electronic and filing cabinet	6 years

Contracts	E&P	Electronic and filing cabinet	6 years
Clerk's and Staff HR records	E&P	Electronic and filing cabinet	2 years after cessation of employment
Correspondence	E&P	Electronic and filing cabinet	Indefinitely
Declaration of Office – Chairman	E&P	Electronic and filing cabinet	Term of office plus 1 year
Declaration of Office – Councillors	E&P	Electronic and filing cabinet	Term of office plus 1 year
Election documents	E	Electronic	6 months after election
Electoral Register	E&P	Electronic and filing cabinet	Retain until superseded
Incoming and outgoing Council emails	E	Electronic	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.
Inspection reports – ROSPA	E	Electronic	Retain until superseded
Judicial Review documents	E&P	Electronic and filing cabinet	Indefinitely
Leases	E&P	Electronic and filing cabinet	Indefinitely
Legal documents	E&P	Electronic and filing cabinet	Indefinitely
Planning applications and responses	E	LPA website	LPA determine (indefinitely)
Recruitment and selection	E&P	Electronic and filing cabinet	6 months
Register of Interests	E	LPA website	Indefinitely
Cemetery Records	P (soon to be digitised)	Parish Council Offices	Indefinitely

Finance			
Annual Return	E&P	Electronic and Accounts file by year	Indefinitely
Bank paying in books & cheque book stubs	P	Accounts file by year	2 years
Bank statements	P	Accounts file by year	7 years
Budget forecasts	E&P	Electronic and Accounts file by year	3 years
Clerk's expenses	P	Accounts file by year	7 years
Fixed asset register	E	Electronic	Retain until superseded
Insurance policies	E&P	Electronic and Insurance file	
Paid invoices	P	Accounts file by year	7 years
PAYE returns	P	Accounts file by year	7 years
Tenders	E&P	Electronic and contracts file	7 years
Receipt and payment accounts	E&P	Electronic and Accounts file by year	Indefinitely
Receipt books	P	Accounts file by year	7 years
VAT records	E&P	Electronic and Accounts file by year	7 years
Car Park Maintenance Plan	E	Electronic	7 years
Car Park Risk Assessment	E	Electronic	7 years
General Risk Assessments	E	Electronic	7 years

Approved and adopted by East Bergholt Parish Council: July 2023

Next review: July 2024