***MEVAGISSEY PARISH COUNCIL***

***DOCUMENT RETENTION POLICY***

**OBJECTIVES**

 To meet requirements under the Date Protection Act, Freedom of Information Act and Human Rights legislation;

 To prevent premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements;

 To provide consistency in the destruction of records.

**DESTRUCTION**

 Backup copies stored on alternative media must be destroyed at the same time;

 Information held in more than one media, including the website, should be destroyed at the same time;

 Whenever there is a possibility of litigation, the records and information should not be amended or disposed of until the threat of litigation has been removed;

 Confidential or sensitive data mustbe shredded;

 Records which are duplicated, unimportant or only of a short-term value should be destroyed in the normal course of business.

**RETENTION**

 Records for permanent retention should be transferred to Kresen Kernow (formerly the Cornwall Records Office) for preservation.

**NOTE**

 Documents may be retained in either ‘hard’ paper form, ‘soft’ electronic form, or both. For the purpose of this policy, ‘document’ and ‘record’ refers to both hard and soft copies except where indicated.

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| **SCHEDULE** |
| **Type of record** | **Keep in parish (years)** | **Final decision** |
| **ADMINISTRATION**   |  |  |
| Agenda and signed minutes of council and committees (paper) | 6 | Preserve |
| Electronic copies of agenda and minutes of council and committees | Indefinitely | Preserve |
| Reports and other documents circulated with agenda | 6 | Destroy |
| Councillors’ declarations of office  | Term of office + 7 | Preserve |
| Register of Interests  | Term of office (most recent version) | Destroy |
| Byelaws and orders  | While in force | Preserve |
| Policy documents  | While in force | Destroy |
| Title deeds  | Until there is no administrative need | Preserve |
| Property registers and terriers including registers of allotments | Until there is no administrative need | Preserve |
| Maps, plans and surveys of property owned by the council or meeting  | Until there is no administrative need | Preserve |
| Correspondence and papers on important local issues or activities  | Until there is no administrative need | Seek advice from KK |
| Village/parish appraisals, plans and millennium projects  | Until there is no administrative need | Seek advice from KK |
| Record of planning applications, responses to consultations, planning decisions including appeals | Indefinitely (electronic record) | - |
| Leases, agreements, contracts and wayleaves  | Until there is no administrative need | Preserve |
| Quotations and tenders (successful)  | 12 | Destroy |
| Quotations and tenders (unsuccessful)  | 2 | Destroy |
| Routine correspondence and papers  | 6 | Destroy |
| Scale of fees and charges  | While in force | Destroy |
| Insurance policies  | 2 or whilst current(7 years in respect of employers’liability) | Destroy |
| **Type of record** | **Keep in parish (years)** | **Final decision** |
| Staff files  | 2 after cessation of employment | Destroy |
| **FINANCE**   |  |  |
| Loan sanctions  | 6 after end of loan | Destroy |
| Receipt and payment books, cash records | 6 | Preserve |
| Annual audited accounts and audit reports | 6 | Preserve |
| Bank statements, paying-on books, cheque book stubs | 6 | Destroy |
| Paid invoices  | 6 | Destroy |
| VAT records  | 6 | Destroy |
| Records relating to parish halls, centres and recreation grounds, applications to hire, letting diaries, copies of bills to hirers and records of tickets issued | 6 | Destroy |
| Precept books and contribution orders  | 6 | Destroy |
| **MISCELLANEOUS**   |  |  |
| Reports, guides, handbooks etc, received by council from other outside bodies  | Until there is no administrative need | Destroy |

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| VERSION CONTROL |
| Version | Date of adoption |
| 1.0 | 16 April 2015 |
| 2.0 | 16 November 2023 |