

**NORTHOP COMMUNITY COUNCIL
RETENTION OF DOCUMENTS**

DOCUMENT RETENTION POLICY STATEMENT (2018 / 2019)

1. **Purpose:** Northop Community Council (NCC) require a wide variety of documents for transacting its business and is committed to retaining these documents in a format and for periods of time that:
 - Enables NCC to meet its statutory obligations in respect of documents subject to legislation;
 - Ensures security of documents;
 - Protects employees' privacy;
 - Facilitates access to information;
 - Optimises the use of storage space;
 - Is cost effective; and
 - Facilitates destruction of redundant documents.
2. **Scope:** This Policy applies to users of NCC's information records, both paper and electronic, it includes Councillors and employees.
3. **Statutory Requirements:** Documents subject to a statutory period of retention are identified by their associated legislation.
4. **Security of Documents:** NCC's records are held in paper and/or electronic format.
5. **Employees' Privacy:** The privacy of personnel records will be appropriately assured.
6. **Availability & Access:** All records necessary for NCC's business will be retained for a period of time that reasonably assures the availability of records when needed.
7. **Storage Space and Cost:** Redundant records may be destroyed in order to reduce the cost of storage, indexing and handling the vast quantity of documents that would otherwise accumulate. Destruction of documents will be undertaken in accordance with the provisions of this Policy.
8. **Electronic Storage:** Records maintained on electronic will be subject to the same rules of retention and security as paper records.
9. **Implementation of Policy:** The Clerk will be responsible for the implementation of the Policy.
10. **Monitoring & Review of Policy:** NCC will review this policy annually at its AGM. To monitor its effectiveness and take account of users' comments.

DETAILS OF VARIOUS DOCUMENTS	MINIMUM LOCAL RETENTION PERIOD	REASON
<p><u>ACCOUNTS</u></p> <p>Record of Yearly Audited Accounts Audit Reports & Recommendations Paid Invoices / Accounts VAT Records PAYE / NI Payments / Information Receipt and Payment Accounts Books Audit Correspondence</p> <p>Bank Paying-in Books Bank Statements Cheque Book Stubs</p>	<p>6 years 6 years 6 years 6 years 6 years 6 years 6 years</p> <p>6 years 6 years 6 years</p>	<p>Legal and Audit Requirements Legal and Audit Requirements Legal and Audit Requirements Legal and Audit Requirements Legal and Audit Requirements Legal and Audit Requirements Legal and Audit Requirements</p> <p>Legal and Audit Requirements Legal and Audit Requirements Legal and Audit Requirements</p>
<p><u>Council Records</u></p> <p>Minutes of meetings Members allowances register Councillors Declaration of Office Council Policies Title deeds, leases, agreements, contracts Legal Papers</p>	<p>Indefinite (County Archive) 6 years Term of Office + 1 year Until superceeded Indefinite (County Archive) Indefinite (County Archive)</p>	<p>Tax, Limitation Act 1980 (as amended)</p>
<p><u>Insurance</u></p> <p>Policies Claims Correspondence Employer's Liability Insurance Certificate</p>	<p>1 year 3 years after settlement. 40 years from date on which insurance commenced or was renewed.</p>	<p>The Employers' liability (Compulsory Insurance) Regulations 1998 (Sl. 2753), Management</p>

Public Liability Certificate Accident Reports and relevant correspondence	40 years 3 years after settlement.	
<u>Employee Records</u> Personnel Records Applications / jobs where the candidate was unsuccessful	6 years after employment ceases One year after notifying the unsuccessful candidate.	Limitation Act 1980 Discrimination Acts 1975 & 1986 Race Relations Act
<u>General / Miscellaneous</u> General Correspondence E-mails Planning applications	3 years 3 years 2 Years	Business continuity Business continuity Earlier Plans / Details available from County Council

G. Smith
Clerk & Financial Officer
Northop Community Council
11.6.2018