

## **Holland Fen with Brothertoft Parish Council – Mar 2026**

### **Records Retention and Disposal Policy**

Holland Fen with Brothertoft 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 association. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Disposal
- Retention Schedule

#### **Scope**

This policy applies to all records created, received or maintained by Holland Fen with Brothertoft Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Holland Fen with Brothertoft Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. A small percentage of Holland Fen with Brothertoft Parish Council records may be selected for permanent preservation as part of the Council's archives and for historical research.

#### **Responsibilities**

Holland Fen with Brothertoft 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. The person responsible for records management will give guidance for good records management and practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with Holland Fen with Brothertoft Parish Council's records management guidelines.

#### **Disposal**

Information must be disposed of in accordance with the Council's retention and disposal schedule. At the end of business use some records (where appropriate) can be transferred to archives, another organisation or be destroyed. All paper documents at the end of their retention schedule will be destroyed by shredding. All electronic documents will be destroyed by permanent deletion from the host. This will include any documents held on a back-up medium.

## Retention Schedule

Retention periods for records are set either by statutory legislation or by agreement with the Council. A record must remain accessible and readable for the duration of the records business use and during the retention period.

<b>Document</b>	<b>Retention Period</b>	<b>Reason</b>
Minutes of Council meetings	Indefinitely	Archive
Minutes of Committee meetings	Indefinitely	Archive
Staff Employment contracts	6 years after employment ceasing	Management
Staff Payroll Information	3 years	Management
Staff References	6 years after employment ceasing	Management
Application forms (interviewed unsuccessful)	6 months	Management
Application forms (interviewed successful)	6 years after employment ceasing	Management
Disciplinary files	6 years after employment ceasing	Management
Staff Appraisals	6 years after employment ceasing	Management
Timesheets	Last completed audit year	
Finance – scales of fees and charges	6 years	Management
Finance – receipt and payment accounts	6 years	VAT
Finance - Bank statements	Last completed audit year	Audit
Finance – Cheque book stubs & paying in	Last completed audit year	Audit
Finance – Paid Invoices	6 years	VAT
Finance – Paid cheques	6 years	Limitation Act 1980 (as amended)
Finance – Audited accounts	6 years	Transparency Code

Finance – petty cash, postage and telephone books	6 years	Limitation Act 1980 (as amended)
Finance – VAT records	6 years generally but 20 years for VAT on rents	VAT
Insurance Policies	While valid	Management
Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations
Councillor's contact details	Duration of membership	Management
Contracts	6 years	Limitation Act 1980
Email messages	At end of useful life	Management
Consent forms	5 years	Management
GDPR Security Compliance forms	Duration of membership	Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, management