Sibford Ferris Parish Council

Records Retention Policy

Sibford Ferris 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
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by Sibford Ferris Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Sibford Ferris 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 Sibford Ferris Parish Council records may be selected for permanent preservation as part of the Councils archives and for historical research.

Responsibilities

Sibford Ferris 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 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 Sibford Ferris Parish Council's records management guidelines.

Retention Schedule

The retention schedule refers to record series regardless of the media in which they are stored.

Minimum Retention Period	Reason
Indefinite	Archive
Indefinite	Archive
6 years after ceasing employment	Management
3 years	Management
6 years after ceasing employment	Management
6 months	Management
6 years after ceasing employment	Management
6 years after ceasing employment	Management
6 years after ceasing employment	Management
6 years	Management
6 years	VAT
Last completed audit year	Audit
Last completed audit year	Audit
Last completed audit year	VAT
Last completed audit year	Limitation Act 1980
3 years	HMRC
Last completed audit year	Audit
6 years after policy end	Management
6 years after policy end	Management
6 years after policy end	Management
6 years after policy end	Management
3 years from date of last entry unless in relation to children, in which case until they are 21	Statutory
3 years	Management
Duration of membership	Management
12 years	Limitation Act 1980
6 years	Limitation Act 1980
6 years At end of useful life	Limitation Act 1980 Management
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	Indefinite Indefinite 6 years after ceasing employment 3 years 6 years after ceasing employment 6 months 6 years after ceasing employment 6 years Last completed audit year Last completed audit year Last completed audit year Last completed audit year Last completed audit year 6 years Last completed audit year 1 destruction of end 6 years after policy end 6 years after policy end 6 years after policy end 7 years after policy end 8 years after policy end 9 years after policy end 10 years after policy end 11 years after policy end 12 years after policy end 13 years from date of last entry unless in relation to children, in which case until they are 21 13 years