

## **Recommendations - Draft Markfield Parish Council Record Retention Policy**

The aim of this record retention policy is effective document management within Markfield Parish Council to ensure valuable information is not lost or destroyed and that all information held is relevant and appropriate.

Information will be retained for the purposes of audit, management, tax liabilities and the eventuality of legal dispute/proceedings.

Sensitive or personal Information retained will be kept securely, that is on a password protected computer or in a locked filing cabinet.

Archived documents will be stored in clearly labelled boxes in a locked storage cupboard and deposited with Leicestershire Records Office, when inactive.

Confidential or personal information will be shredded when discarded.

### **Recommendations for retention periods and what happens to inactive records.**

<b>Record</b>	<b>Retention Period</b>	<b>Action – Older/inactive records</b>	<b>Reason</b>
<b>Administrative</b>			
Council and Committee Minutes (Signed)	6 - 10 years	Keep - Transfer to LRO	
Draft Minutes	Until date of confirmation	Shred	
Agendas	Administrative need - max. 3 months	Shred	
Reports, documents circulated with minutes.	Administrative need – retain only 1 copy with minutes.	Shred	
Councillors' Declaration of Office	4 years or until they vacate office.	Shred	
Byelaws and orders	Keep 1 copy	When inactive – 1 copy to LRO	
Policy Documents	Operational need/Active	Shred	
Title Deeds	Keep indefinitely	Active – Secure/Bank storage Inactive/not needed to prove title - transfer to LRO	
Maps, plans, surveys of Council owned property.	Keep indefinitely	Inactive – transfer LRO	
Register of electors	Election administrative/operational period.	Shred	Already copies/GDPR
Correspondence on important local issues/activities	Administrative/operational need	Review – view to shred	
Routine Correspondence	Administrative/Operational need	Shred	

Parish plans, appraisals, projects and supporting papers	Administrative/operational need – on completion and review.	Shred	
Leases, contracts, agreements, wayleaves	Administrative need	Active – Keep Inactive - Shred	
Quotations and tenders	Successful - 12 years Unsuccessful - 2 years	Shred	Limitations Act 1980
Employers' Liability Insurance Policies	40 Years after expiry date.	Shred	Employers' Liability Act 1969 and Employers' Liability Regulations 1998
Risk Assessments	Until superseded or inactive	Shred	
Press Cuttings	Administrative/operational need	Destroy	
Records for centres, halls, recreation grounds (hiring, diaries, lettings,)	6 Years	Review – with view to shred	
<b>Financial</b>			
Receipt and payment books	6 Years	Inactive/older Transfer to LRO	Financial regulations
Audited Annual Accounts	6 Years	Transfer to LRO if receipt and payments not survived.	Financial regulations
Accounts and Statements	6 Years	Shred	
VAT Records & Claims	6 Years	Shred	VAT Act 1994
Receipts and Receipt Books	6 Years	Shred	Local Authority Financial Regulations
Cash and Petty Cash books/records	6 Years	Shred	
Bank Statements	6 Years	Shred	
Bank Paying in books	Last completed audit year	Shred	
Cheque book stubs	Last completed audit year	Shred	
Paid invoices	6 Years	Shred	
Paid Cheques	6 Years	Shred	
<b>Employment/Personnel</b>			
Personnel Files	12 years after termination of service.	Shred	Litigation
Annual Leave records	2 years	Shred	
Recruitment	Successful (9 month after appointment finalised) Unsuccessful (1 year)	Shred	Discrimination and Equality legislation.

Wage Books/records	12 years	Shred	
Cemetery			
Register of Burials and Interments. Plans	Keep indefinitely	Transfer to LRO when inactive/ 20 - 50 years after closure.	
Register of purchased/exclusive rights of burial	Keep indefinitely	Transfer to LRO when inactive / 20 -75 years after closure	
Permits, applications orders, certificates	6 years	Shred	Limitations Act 1980
Register of Memorials, Approvals, memorial erections, inspections	Keep indefinitely	Transfer to LRO when inactive/6 years after removal	

### **Recommendations for Chapel Records**

The attached excel spreadsheet lists all the records stored in the chapel and makes recommendations about which are kept, shredded or transferred to Leicestershire Records Office (LRO).

If the recommendations to shred or transfer inactive records are approved I would recommend rearranging the records that are kept (bringing cemetery records, accounts etc together and putting in date order) and relabelling the boxes to make access and maintenance of the archive easier. There are presently two boxes labelled number 4, as one was with Laurence Lock being completed. If rearranging and relabelling is approved this can be rectified then.

Commercial shredding services, which collect, shred and issue certificates of disposal are available. More precise quotes can be obtained once the amount of shredding is confirmed but a guidance prices is £50 - £75.00 plus VAT for 10 document boxes of shredding.

## **Appendix 1 Acronyms**

LRO – Leicestershire Records Office

## **Appendix 2**

Records presently held at Leicestershire, Leicester and Rutland Record Office;  
(DE1469/DE5301)

Council Minutes 1918 – 1969

Parish Meeting Minutes 1950 -1969

Lighting Committee Minutes, 1902-1932

Agreements, Correspondence, 1930-1967

Accounts, 1910-1960

Rating, 1815-1913

Burial Board & Cemetery, 1882-1962 (includes register of burials, 1888-1915)

Enclosure Award, 1769

Copy of Tithe Apportionment, 1846

Parish Land, 1723-1851

Overseers of the Poor, receipt & payment book, 1899-1917

Misc., 1894-c1950

Minute Book 1 1976 - 1979

Minute Book 2 1979 – 1983

Minute Book 3 1983 – 1986

Minute Book 4 1987 – 1989

Minute Book 5 1990 - 1991