

Stoke Golding Parish Council

Records Management Policy

Adopted 2nd May 2018

How do we store documents and records?

- The Council records are kept at the Clerk's working location which is their home and are managed by the Clerk.
- Electronic data is held on a password-protected Council laptop, with encryption software, which remains the property of the Parish Council.
- Paper records are kept in a locked cabinet.

How do we destroy personal data?

- Electronic files are reviewed and de-personalised annually for the previous financial year.
- Paper files are deleted when business is concluded, subject to any statutory retention requirements, as detailed below.
- All disposed paper data is shredded prior to disposal.

How do we archive documents?

- Paper files are also reviewed and de-personalised as necessary prior to the archiving of files at Hinckley and Bosworth Brough Council secure document storage unit.
- Archive files are destroyed at the end of the statutory retention period.
- All disposed paper data is shredded prior to disposal.

Retention of Documents Required for Audit of Parish Councils

DOCUMENT	MINIMUM RETENTION PERIOD
Minute books	Indefinite
Scales of fees/charges	6 years
Receipt/payment/accounts	Indefinite
Receipt books	6 years
Bank statements	Last completed audit year
Bank paying-in books	Last completed audit year
Cheque book stubs	Last completed audit year
Quotations and tenders	6 years
Paid invoices	6 years
Paid cheques	6 years
VAT records	6 years (20 years on rents)
Petty cash/postage/telephone	6 years
Timesheets	Last completed audit year
Wages books	12 years
Insurance policies	While valid
Insurance certificates (liability for employees)	40 years from commencement
Investments	Indefinite
Title deeds, leases, agreements, contracts	Indefinite
Members allowances register	6 years
Halls/Recreation Grounds application to hire lettings diaries	6 years

copies of bills to hires
record of tickets issued
For Allotments Indefinite
register and plans
For Burial Grounds Indefinite
register of fees collected
register of burials
register of purchased graves
register/plan of grave spaces
register of memorials
applications for interment
applications for right to erect memorials
disposal certificates
copy certificates of grant of exclusive
right of burial

How can you contact the Parish Council?

If you require any further information contact the Clerk by emailing:
clerk.stokegoldingpc@gmail.com.