

# Stoke Golding Parish Council

## Records Management Policy

Adopted 2<sup>nd</sup> 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

<b>DOCUMENT</b>	<b>MINIMUM RETENTION PERIOD</b>
Minute books	Indefinite
Scales of fees/charges	6 years
Receipts/payments/accounts	Indefinite
Receipt books	6 years
Bank statements bank paying-in books	Last completed audit year
Cheque book stubs	Last completed audit year
Quotations and tenders	Last completed audit year
Paid invoices	6 years
Paid cheques	6 years
VAT records	6 years
Petty cash/postage/telephone	6 years (20 years on rents)
Timesheets	6 years
Wages books	Last completed audit year
Insurance policies	12 years
Insurance certificates (liability for employees)	While valid 40 years from commencement
Investments	Indefinite
Title deeds, leases, agreements, contracts	In definite
Members allowances register	6 years
<b>Halls/Recreation Grounds</b>	6 years
Application to hire	
Lettings diaries	
Copies of bills to hire	
Record of tickets issued	
<b>For Allotments</b>	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

Application for right to erect memorials

Disposal certificate

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](mailto:clerk.stokegoldingpc@gmail.com).