

Wymeswold Parish Council and Burial Board

Records Retention and Disposal Policy

Wymeswold Parish Council recognises that the efficient management of its records is necessary to comply with its legal and statutory obligations and to contribute to the effective overall management of the Council. This document provides the policy framework through which this effective management can be achieved and audited.

This policy covers:

- Scope
- Responsibilities
- Retention Schedule

Scope:

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

Responsibilities:

Wymeswold Parish Council has a responsibility to maintain its records and record management systems in accordance with the statutory 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 employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with Wymeswold Parish Council's records guidelines.

Wymeswold Parish Council and Burial Board

Records Retention and Disposal Policy

Retention Schedule:

The Retention of Documents required for the Audit of Parish Councils (see below): These may be stored either electronically or in hard copy or both.

Wymeswold Parish Council Document	Minimum Retention Period	Reason
Minutes of Council meetings	Indefinite	Archive
Agendas of Council meetings	5 years	Management
Scales of fees and charges	6 years	Management
Receipt and payment accounts	6 years	Management, VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
VAT records	6 years	VAT
Petty cash accounts	Not Applicable	Not Applicable
Investments	Indefinite	Audit, Management
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	3 years	Management/HMRC
Staff references	6 years after ceasing employment	Management
Application forms (interviewed – unsuccessful)	6 months	Management
Application forms (interviewed – successful)	6 years after ceasing employment	Management

Wymeswold Parish Council and Burial Board

Records Retention and Disposal Policy

Disciplinary files	6 years after ceasing employment	Management
Staff appraisals	6 years after ceasing employment	Management
Insurance policies	While valid	Management
Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI.2753), Management
Certificates for Public Liability	6 years after policy end	Management
Insurance claim records	6 years after policy end	Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Accident/incident reports	20 years	Potential claims
Accident books	3 years from date of last entry	Statutory
Risk assessment	3 years	Management
Councillors contact details	Duration of membership	Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
Local/historical information and records	Indefinitely	Archive
Sports Pavilion/ Sports Field Licence Agreements	6 years	Management

Wymeswold Parish Council and Burial Board

Records Retention and Disposal Policy

Wymeswold Cemetery Document	Minimum Retention Period	Reason
Register of fees collected	Indefinite	Archive, Local Authorities Cemeteries Order 1977 (SI.204)
Register of Burials	Indefinite	Archive, Local Authorities Cemeteries Order 1977 (SI.204)
Register of Purchased Graves	Indefinite	Archive, Local Authorities Cemeteries Order 1977 (SI.204)
Register/Plan of Grave Spaces	Indefinite	Archive, Local Authorities Cemeteries Order 1977 (SI.204)
Register of Memorials	Indefinite	Archive, Local Authorities Cemeteries Order 1977 (SI.204)
Applications for Interment	Indefinite	Archive, Local Authorities Cemeteries Order 1977 (SI.204)
Applications for right to erect Memorials	Indefinite	Archive, Local Authorities Cemeteries Order 1977 (SI.204)
Disposal Certificates	Indefinite	Archive, Local Authorities Cemeteries Order 1977 (SI.204)
Copy Certificates of Grant of Exclusive Right of Burial	Indefinite	Archive, Local Authorities Cemeteries Order 1977 (SI.204)

Wymeswold Parish Council Records Retention and Disposal Policy was approved at the Wymeswold Parish Council meeting on Monday 2nd June 2025.
Next Policy Review date June 2027.