

Freedom of Information. Document retention periods.

Who are we and what we do		
Basic file description	Retention period	Disposal
Minutes of council, committee and sub committee meetings		
- signed copy	Permanent	Send to archives
- draft minutes	3 months after minutes signed	Shred
- members copies.	Operational use	Shred
Agenda	Permanent	Send to archives
Members declaration of acceptance of office	Permanent	Send to archives
Information relating to the last Periodic Electoral Review of the council area.	6 months after being replaced by next review	Send to Archives or shred
Information relating to the last boundary review of the council area.	6 months after being replaced by next review	Send to Archives or shred
Responses to planning applications	Date of planning permission granted or refused + 3 years	Shred
Grounds Maintenance Schedule	Until superseded + 12 months	Shred
Reports and responses to by council to consultation papers	2 years	Shred

What we spend and how we spend it.		
Basic file description	Retention period	Disposal
Annual return form as submitted to District Audit	Current year + 6 years	Send to Archives
Annual Statutory report by auditor (internal and external)	Current year + 6 years	Shred
Budget details.	Current year + 6 years	Shred
Income and Expenditure records, Bank Statements from all accounts	Current year + 6 years	Shred
Precept request	Current year + 6 years	Shred
VAT records	Current year + 6 years	Shred
Allowances and subsistence for parish councillors.	6 months after being replaced by next review	Shred
Terms and conditions of employment.	Until replaced by new terms and conditions	Shred
Job descriptions.	Until JD reviewed	Shred
Insurance policies	Whilst valid + 2 years	Shred
Certificate of Insurance against liability for employees	40 years	Shred
Title Deeds, leases, contracts	Indefinite	Archive

How we make decisions		
Basic file description	Retention period	Disposal
Standing Orders	Until superseded plus 12 months	Shred
Terms of references for Committees	Lifetime of the Committee plus six months.	Shred
Financial Regulations.	Until superseded plus 12 months	Shred
Complaints handling procedure	Until superseded	Shred
Disciplinary Procedure	Until superseded plus 6 months	Shred
Grievance Procedure	Until superseded plus 6 months	Shred

Our policies and procedures		
Basic file description	Retention period	Disposal
Policies and procedures unless specifically identified.	Until superseded	Shred
Race Equality Review	Until superseded + 6 months	Shred
Equal Opportunities Statement	Until superseded plus 12 months	Shred
Risk Assessments.	Current year + 6 years	Shred
Freedom of Information	Until superseded	Shred
Document Retention	Until superseded	Shred
Health and Safety Policy	Until superseded	Shred
Fees and charges applied by the council.	Current year + 6 years	
Petty Cash	Current year + 6 years	
Paddock Wood Burial Ground Regulations and grave plans	Grave plans permanent	Archive

Lists and registers		
Basic file description	Retention period	Disposal
Members Register of Interests	On resignation	Shred (original kept by Tunbridge Wells BC.)
Assets and Inventory lists.	Current year + 6 years	Shred (asset list kept with end of year accounts)
Paddock Wood Burial Ground Registers	Permanent	Send to archives. Where appropriate these should be maintained as a record but embargoed
Allotment register and plans	Permanent	Archive

Notes

The following documents (produced by other agencies) are retained by the parish council for reference purposes only

Copies of planning consultations	Operational use plus 12 months
Development Plan	Operational use plus 12 months
Structure Plan	Operational use plus 12 months
Local Plan	Operational use plus 12 months
Rights of Way/Footway maps	Operational use plus 12 months

General Correspondence and implementation of the Policy

An annual review of all documentation will take place and documents will then be destroyed or passed to archives as indicated by the document retention periods.

It was agreed that general correspondence can be destroyed 12 months after the last correspondence or closure of the issue. It was identified that common sense must be used and that there may be an odd occasion when documentation is kept or a précis is made.

Revised 16th May 2016