



Steeple Bumpstead Parish Council Document Management Policy

Steeple Bumpstead Parish Council (The Council) recognises that documentation must be retained and managed to enable it to comply with legal requirements in the exercise of its functions together with Data Protection, GDPR and Freedom of Information Legislation.

In this policy 'documentation' shall mean not only hard copy paperwork, letters and documentation but also all documents including emails and photos stored digitally.

To facilitate the effective management of the Council's business this document sets out an agreed policy regarding the management of documentation. All members of the Council and employees shall keep paper records stored in a secure environment. In the case of computer records the records shall be password protected. The Clerk shall backup digitally stored records, periodically, on an external storage device.

All documentation shall be reviewed on an annual basis to enable a decision to be made in accordance with the terms of this policy as to whether the individual documents should be retained as currently stored, archived either by the Council or a reputable institution or destroyed.

This policy shall be reviewed from time to time and in particular at such times when the Council shall acquire new functions or activities.

The Table below shows the intended retention period of different types of documentation, along with the Council's reasoning for this. Documentation shall be retained or archived for the period of time as listed.

General Management Documentation	Retention Period	Reason
Minute books / files	Indefinite	Record of decision making
Receipt and Payment accounts (spreadsheets)	Indefinite	Record of financial affairs
Investments	Indefinite	Audit and management
Title Deeds, leases, agreements and contracts	Indefinite	Audit and management
Certificates of insurance against liability for employees	40 years from the commencement or renewal of such insurance	The Employers Liability (Compulsory insurance) Regulations 1998
Play area inspections	29 years	Limitation Act
Wages records	Twelve years	Superannuation legislation
Receipt books of all kinds	Seven years	VAT legislation
Quotations and tenders	Seven years	Limitation Act
Paid invoices	Seven years	VAT legislation
Paid cheques	Seven years	Limitation Act
VAT records	Seven years	VAT legislation
Petty cash/postage books	Seven years	Tax, VAT and Limitation legislation
Bank statements to include deposit and savings accounts	Three years	Audit
Bank paying in books	Three years	Audit
Cheque book stubs	Three years	Audit
Timesheets	Three years	Audit
Insurance policies	Three years	Management
All other documentation not otherwise mentioned above	Three years	Management and good practise



Please contact us if you have any questions about this Document Management Policy;

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This Policy was approved by Steeple Bumpstead Parish Council on ---10th June 2021-----

Date of next review ...June 2022.....