

# Laceby Village Council

## Document Control and Records Management Policy

### 1. Introduction

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

### 2. Scope

This policy applies to all records created, received or maintained by Laceby Village Council in the course of carrying out its functions.

Records and documents are defined physical or electronic pieces of information that are created, received or maintained by the Village Council in the course of its duties that provide evidence of its decisions, activities and transactions.

### 3. Responsibilities

Under the Freedom of Information Act, Laceby Village Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. It is also required to maintain a retention schedule which lists the records which it retains in the course of its business and the process for deleting or destroying records when they are no longer needed.

The Village Council is aware that some of its records have historical value and it seeks to keep these documents indefinitely or, where this might not be possible or advisable, to offer these documents to North East Lincolnshire Council Archives, or other appropriate body.

The person with overall responsibility for this policy and records management is the Clerk. The Clerk 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 staff must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with Laceby Village Council's records management guidelines.

### 4. Retention of Documents

The Clerk will obtain formal approval of the Full Council before records of a sensitive or confidential nature are deleted or destroyed.

All physical documents that are sensitive, confidential, or refer to individuals and are no longer required for administrative reasons will be confidentially shredded.

The rules of retention of documents will be applied to the LVC website.

Document	Minimum Retention Period	Disposal Action	Reason
<b>Minutes &amp; General Management</b>			
Declaration of Acceptance	Members Term of Office plus 1 year	Destroy via Confidential Waste & delete from Electronic Records	Management, Audit
Members Register of Interests	Members Term of Office plus 1 year	Destroy via Confidential Waste & delete from Electronic Records	Management, Audit
Councillors Contact details	Members Term of Office plus 1 year	Destroy via Confidential Waste & delete from Electronic Records	Management
Signed Minutes of Council Meetings	Indefinite	Archived at NELC	Archive at regular intervals of not more than 5 years.
Agenda's	Indefinite	Archived at NELC	Archive at regular intervals of not more than 5 years.
Complaints	2 years after closure of complaint	Destroy via Confidential Waste & delete from Electronic Records	Management
GDPR Security and Compliance	Duration	Destroy via Confidential Waste & delete from Electronic Records	Statute of Limitations
<b>Financial</b>			
Contracts and agreements of a financial nature	6 years plus current year	Destroy via Confidential Waste & delete from Electronic Records	Audit, Management
Scale of fees and charges	6 years plus current year	Destroy via Confidential Waste & delete from Electronic Records	Audit, Management
Receipt and Payment Accounts	6 years plus current year	Destroy via Confidential Waste & delete from Electronic Records	Audit, Management
Budgets / Annual Accounts / Annual Return (AGAR)	6 years plus current year	Destroy via Confidential Waste & delete from Electronic Records	Audit, Management
Bank Statements	6 years plus current year	Destroy via Confidential Waste & delete from Electronic Records	Audit, Management
Paying in books and Cheque book stubs	Last completed audit year	Destroy via Confidential Waste & delete from Electronic Records	Audit, Management
Quotations and Tenders	6 years plus current year	Destroy via Confidential Waste & delete from Electronic Records	Statute of Limitations
Paid Invoices	6 years plus current year	Destroy via Confidential Waste & delete from Electronic Records	VAT

Paid Cheques	6 years plus current year	Destroy via Confidential Waste & delete from Electronic Records	Statute of Limitations
Petty cash, postage and telephone books	6 years plus current year	Destroy via Confidential Waste & delete from Electronic Records	Tax, VAT, Statute of Limitations
VAT records	6 years generally, but 20 years for VAT on rents	Destroy via Confidential Waste & delete from Electronic Records	VAT
Timesheets	3 years	Destroy via Confidential Waste & delete from Electronic Records	Audit
Salary records, including Tax, NI and Pension	6 years plus current year paper records 12 years electronic records	Destroy via Confidential Waste & delete from Electronic Records	Management, HMRC, Superannuation
Insurance Policies	2 years, but refer to the points below	Destroy via Confidential Waste & delete from Electronic Records	Management
Insurance Company Names, dates, type, and Policy Numbers	Indefinite	Destroy via Confidential Waste & delete from Electronic Records	Audit, Management
Certificate of Employers Liability	40 years from the date on which the insurance commenced or was renewed	Destroy via Confidential Waste & delete from Electronic Records	Employers Liability (Compulsory Insurance) Regulations 1998 (SI.2753) Legal requirement, Management
Certificate of Public Liability	40 years from the date on which the insurance commenced or was renewed	Destroy via Confidential Waste & delete from Electronic Records	Legal requirement, Management
Insurance Claim Records	6 years after policy ends	Destroy via Confidential Waste & delete from Electronic Records	Audit, Management
Investments	Indefinite	N/A	Audit, Management
Assets Register	Indefinite	Destroy via Confidential Waste & delete from Electronic Records	Audit, Legal
Title deeds, leases, agreements, contracts	Indefinite	N/A	Audit, Management, Statute of Limitations Act 1980
<b>Employment</b>			
Staff employment contracts & HR Files	6 years after ceasing employment	Destroy via Confidential Waste & delete from Electronic Records	Audit, Management, Legal
Staff payroll information	3 years	Destroy via Confidential Waste & delete from Electronic Records	Audit, Management, Legal

References	6 years after ceasing employment	Destroy via Confidential Waste & delete from Electronic Records	Audit, Management, Legal
Application forms (unsuccessful at interview)	6 months	Destroy via Confidential Waste & delete from Electronic Records	Audit, Management, Legal
Application forms (successful at interview)	6 years after ceasing employment	Destroy via Confidential Waste & delete from Electronic Records	Audit, Management, Legal
Disciplinary, Grievance, Accident and Ill Health Records	6 years after ceasing employment	Destroy via Confidential Waste & delete from Electronic Records	Statute of Limitations, Audit, Management, Legal.  The record may be held longer based on local decision and facts.
Appraisals	6 years after ceasing employment	Destroy via Confidential Waste & delete from Electronic Records	Audit, Management, Legal
<b>Health and Safety</b>			
Accident Books and RIDDOR Reports	3 years		Statutory FAW Regulations, and RIDDOR, Management
Risk Assessment	3 years		H&S Legislation, Management
<b>Burial Grounds</b>			
Register of fees	Indefinite	N/A	Archives, The Local Authorities Cemeteries Order 1977 (SI.204)
Register of Burials			
Register of Purchased Graves			
Register / Plan of Grave spaces			
Register of Memorials			
Applications for Interment			
Applications for Memorials			
Disposal Certificates			
Copy certificates of Grant of Exclusive Right of Burial			
<b>Allotments</b>			
Register and Plans	Indefinite	N/A	Audit, Management
Legal Papers	Indefinite	N/A	Audit, Management
Rent	6 years	Destroy via Confidential Waste & delete from Electronic Records	Audit, Management

<b>Miscellaneous</b>			
Planning Applications and relevant decision notices	These are retained by NELC, and all decisions are available on <a href="http://www.nelincs.gov.uk/planning">www.nelincs.gov.uk/planning</a>  Village Council decisions relating to planning applications are recorded in the Minutes.	No requirement for LVC to retain duplicates locally.  Retained indefinitely.	Management
Routine Correspondence and emails	1 year or at end of useful life	Destroy via Confidential Waste & delete from Electronic Records	Management
General Information	1 year or at end of useful life	Destroy via Confidential Waste & delete from Electronic Records	Management
Village Council Newsletter	Retain as long as useful	Destroy or Archive	Archive, Management
Subject Access Requests	2 years	Destroy	Management
Consent Forms	5 years	Destroy via Confidential Waste & delete from Electronic Records	Management
<b>Retention of Documents for Legal Purposes</b>			
Breach of Trust	None	Destroy via Confidential Waste & delete from Electronic Records	Governed by the 'Limitation Acts'
Negligence (and other Torts)	6 years	Destroy via Confidential Waste & delete from Electronic Records	Governed by the 'Limitation Acts'
Defamation	1 year	Destroy via Confidential Waste & delete from Electronic Records	Governed by the 'Limitation Acts'
Contracts	6 years	Destroy via Confidential Waste & delete from Electronic Records	Governed by the 'Limitation Acts'
Personal Injury	3 years	Destroy via Confidential Waste & delete from Electronic Records	Governed by the 'Limitation Acts'
Sums recoverable by statute	6 years	Destroy via Confidential Waste & delete from Electronic Records	Governed by the 'Limitation Acts'
To recover land	12 years	Destroy via Confidential Waste & delete from Electronic Records	Governed by the 'Limitation Acts'