Oldbury-on-Severn
Parish Council

Clerk:
Cllr Matthew Riddle 07877413298
Responsible Financial Officer:
Cllr Laura Day 07977484515

oldburyonsevernpc@gmail.com www.oldburyonsevern.org.uk

Document Management and Archive Policy

Introduction

This policy guides the management and timely disposal of correspondence files and other Parish Council documents. This policy also guides members of the public as to what documents are readily available for requests under the Freedom of Information Act 2000.

Scope

The policy applies to all documents produced by the Parish Council and all documents received by the Parish Council. Reviewing and disposal of all such documents will take place on an annual basis. Documents produced by and readily available from other sources will be destroyed when they are outdated or superseded.

Policy

The following documents will be retained for the periods stated and the reasons given:

DOCUMENT	MINIMUM PERIOD OF RETENTION	REASON
Minute books	Indefinite	Historical
Scale of fees and charges	6 years	Management
Annual audited accounts	Indefinite	Historical
Receipt books	6 years	VAT
All bank statements	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
General quotations/tenders	6 years	Statute of Limitations
Paid invoices	6 years	VAT
Paid cheques	6 years	Statute of Limitations
Sundry debtor	6 years	VAT

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VAT records	6 years	VAT
Timesheets	Last completed audit year	Audit and Working Time Regulations
Salaries/wages records	12 years	Superannuation
Employers Liability Insurance	Indefinite	Management & Statute of Limitations
Public Liability Insurance	Indefinite	Management & Statute of Limitations
Health and Safety Records	21 years	Management & Statute of Limitations
Investment Records	Indefinite	Audit, Management
Title Deeds, Leases, Agreements, Contracts	Indefinite	Audit, Management
Members allowances registers	6 years	Tax, Statute of Limitations

For all Town Council premises & facilities, booking schedules & invoices to hirers	6 years	VAT
Special Parish Council Projects	Indefinite	Statute of Limitations
Emails and Written Correspondence	2 years	Management

At the end of the stated periods, the files will be destroyed.

General Documentation

Other than those documents stated under point 3, general documentation will be destroyed after 6 years. Any documents of a historical nature will be offered to the County Records Office for safe keeping. Any documents relating to Parish Council land and property will be retained indefinitely by the Parish Council to give a complete overview of refurbishments, disposals or acquisitions.

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General e-mails (in relation to day-to-day business and projects) are filed and retained for a period of 2 years.

Development Control (Planning)

If a particular planning application forms part of a Parish Council owned property, then the application will be kept indefinitely or until such times as the site is developed.

Personnel Documents

A basic level of information will be permanently retained on all employees. (e.g. length of time employed, courses attended etc.) If a member of staff leaves the employment of the Parish Council and there is likely to be a claim made against the Parish Council under employment or other relevant legislation, the personnel file will be archived until such time as any claim has been dealt with or legal advice states that it may be destroyed.

Storage of Retained Documents

Retained documents will be stored on the Parish Council's premises and archived to ensure easy retrieval. A review of the method of storage will be carried out periodically to ensure items continue to be accessible.

Historical Information

Documents and files kept for historical reasons will periodically be reviewed and offered to the County Records Office for safe keeping. This is to ensure that very old documents are kept in optimum conditions to ensure longevity.

Destruction of Documents

All documents earmarked for disposal will be sent for destruction by a recognised contractor specialising in this type of work. All documents will be carefully scrutinised to ensure that anything containing personal information covered by the Data Protection Act is sent for secure destruction by a recognised contractor.

Adopted: 20th May 2025

Review: May 2026