



BINSTED PARISH COUNCIL

RETENTION OF DOCUMENTS POLICY

Binsted Parish 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 Parish Council

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

Responsibilities

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Parish Clerk who is required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner

Retention Schedule

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

The Parish Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored.



Planning Applications

All planning applications and relevant decision notices are available at EHDC. There is no requirement to retain duplicates locally. All BPC recommendations in connection with these applications are recorded in the Council minutes and are retained indefinitely. Correspondence received in connection with applications will be retained as stated below

Declarations of Acceptance	Term of Office + 1year	Management
Members Register of Interests	Term of Office + 1year	Management
Complaints	1year	Management
General information	3 months	Management
Routine correspondence & e-mails	6 months	Management

Disposal procedures: all documents that are no longer required for administrative reasons should be shredded and disposed of.

Review date: March 2021