



PUTTENHAM PARISH COUNCIL

STANDING ORDER FOR THE RETENTION OF DOCUMENTS

Introduction

1. Information on the retention of Parish Council documents is contained in Chapter 11, "Arnold-Baker's "Local Council Administration (Tenth Edition)".
2. This Standing Order is intended to provide both Councillors and staff with information on the period for which Parish Council documents should be retained.
3. This Standing Order applies equally to both electronic and non-electronic documents.

Planning Papers

4. Where planning permission has been granted the planning application, any plans and the decision letter should be retained until the development has been completed so that, if required, the Council can check that the development proceeds in accordance with the terms and conditions of the permission.
5. Where planning permission is granted on appeal, a copy of the appeal decision should be retained. Appeal decisions are to be retained indefinitely because of wider implications (e.g. the decision may set a precedent for other developments in the locality).
4. Where planning permission is refused, the papers are to be retained until the period within which an appeal can be made has expired.
5. If an appeal is made and dismissed, the decision letter may, as in 4 above, be worth retaining against.
6. Where a substantial number of planning applications are received from the Local Planning Authority, the Council should have an effective referencing and filing system.
7. Copies of Local Plans and similar documents are to be retained as long as they are in force.

Insurance Policies

8. All insurance policies are to be kept for as long as it is possible for a claim to be made under them.
9. Irrespective of how long policies and correspondence related to insurance matters are retained, the Council should ensure that a permanent record of insurance company names and policy numbers for all insured risks is retained.
10. Regulation 4 of the Employees Liability (Compulsory Insurance) Regulations 1998 (Schedule 2753) requires Councils, as employers, to retain certificates of insurance against liability for injury or disease to their employees arising out of their employment for a period of 40 years from the date on which the insurance is commenced or renewed.

Information from Other Bodies

11. Circulars etc from County Associations, NALC and other bodies such as Local Authorities should be retained for as long as the information contained therein is useful.

Magazines, Journals and Other Publications.

12. The Council's own publications such as the Villager etc should be retained indefinitely and archived with the Surrey History Centre periodically.

13. Journals published by other Local Government agencies should be retained for as long as the contents are useful and relevant.

14. Under the terms of the Legal Deposit Libraries Act 2003 and the Legal Deposit Libraries (Non Print Works) Regulations 2013 the Council is after the 1 Feb 04 for printed works and 6 Apr 13 for electronically produced (off line) works (CDs, USB Drives and similar electronic works) deposit a copy with the British Library Board.

Correspondence

15. Correspondence related to Planning matters is to be retained in accordance with paragraphs 4 to 7 above.

16. Legal documents are to be retained as follows:

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| • Negligence (and other Torts). | 6 years. |
| • Defamation | 1 year |
| • Contract | 6 years |
| • Leases | 12 years |
| • Items recoverable by statute | 6 years |
| • Personal Injury | 3 years |
| • To recover land | 12 years |
| • Rent | 6 years |
| • Breach of Trust | None |
| • Debts | 6 years |

Where documents fall into more than one category the document is to be retained for the longest period specified.

Documentation Related to Staff

17. Documents related to staff should be retained in accordance with the General Data Protection Regulations (GDPR) 2018. The principles of the Act direct that personal data related to staff should not be kept for longer than is necessary for the purpose for which it was held.

17. However, even after an employment relationship has ended it may be necessary to retain and access staff records for the purpose of giving references, payment of tax, national insurance contributions and pensions, and, in respect of any related legal claims made against the Council (See paragraph 16 above).

Local/Historical Information

18. The Local Government (Record) Act 1962 provides that Parish Councils may acquire records of interest and accept gifts or records of general and local interest in order to promote interest in such in such items.

19. Such items may be retained indefinitely.

Arrangements for the Deposit, Storage and Management of Documents

All documents are to be deposited for safe keeping in accordance with these Standing Orders.

Retention of Documents for the Audit of the Parish Council

20. See Annex A.

Approved Nov 19