

WILCOT, HUISH and OARE PARISH COUNCIL

Documents and Records Retention and Storage Policy

Approved 14th September 2021

This Policy was prepared with reference to NALC Legal Topic Note 40 and to the Lord Chancellor's Code of Practice on the Management of Records.

Unless specified otherwise, both electronic and paper records are referred to throughout the policy.

1. **Minutes and agendas**

Minutes of meetings shall be stored indefinitely.

Hard copies of minutes more than twelve years old may be deposited at the Wiltshire History Centre for archiving.

Agendas may be stored at the discretion of the Clerk.

2. **Financial records**

Annual Governance and Accountability Return (AGAR) forms shall be retained indefinitely.

Supporting documentation such as receipts, bank statements and grant applications shall be kept for a minimum of six years.

3. **Insurance**

Certificates of Insurance shall be retained indefinitely.

Supporting insurance documentation shall be retained for the year for which it is valid.

4. **Planning**

Planning records are the responsibility of Wiltshire Council as the Planning Authority.

Correspondence between parishioners and the Parish Council, and between the Parish Council and Wiltshire Council, relating to planning matters shall be retained for as long as relevant or at the discretion of the Clerk.

5. **General Correspondence**

Publications and newsletters from bodies such as Wiltshire Council and NALC/WALC shall be retained for three years after which the Clerk may dispose of them unless considered relevant.

Correspondence between the Parish Council and parishioners should be stored for posterity and historical interest.

In accordance with legal deposit regulations, a copy of every newsletter will be sent to the British Library at Boston Spa, Wetherby, West Yorkshire LS23 7BQ

6. **Storage and disposal**

Electronic files for retention shall be backed up monthly.

Paper records for disposal shall be recycled via an appropriate facility unless personal data is present, in which case those records shall be shredded.