



## Record Management Policy

Boxley 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.

### Scope of the policy

This policy applies to all records created, received or maintained by the 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 the 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 this policy is the Clerk to the Parish Council. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information can be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the Parish Council's Records Management policy.

### Retention Schedule

Document	Minimum retention	Reason	Action
Minute books	Indefinite	Historical record	Archive
Annual audited accounts	Indefinite	Historical record	Archive
Annual return	Indefinite	Historical record	Archive
Bank statements	6 years	Audit	Destroy
Cheque book stubs	Last completed audit	Management	Destroy
Paying in books	Last completed audit	Management	Destroy
Quotations - successful	12 years	Audit	Destroy
Quotations - unsuccessful	2 years	Management	destroy
Paid invoices	6 years	Audit/VAT	Destroy
VAT records	6 years	VAT	Destroy
Salary records	6 years	Audit	Destroy
Staff time sheets	Last completed audit year	Management	Destroy
Tax and NI records	12 years	Audit	Destroy
Insurance policies	Whilst valid	Audit	Destroy
Cert of Employers Liability	40 years	Audit/legal	Destroy
Assets register	Indefinite	Audit	Preserve
Deeds/leases	Indefinite		Archive
Register of Electors	Until updated	Management	Destroy

Cllrs declarations of office	4 years	Management	Destroy
Members allowances	6 years	Audit/stature of limitations	Destroy
Risk assessments	Until superseded	Management	Destroy
Members interests	Term of office	Management	destroy
General information	12 months	Management	Destroy
Complaints	2 years	Management	Destroy
Routine correspondence and emails	12 month or until issue is resolved	Management	destroy
Playground inspections	15 years	Management	destroy
Casual hall hire records	1 year	Management	destroy
Regular hire records	1 year after ceasing to hire	Management	Destroy
Allotment tenants	1 year after ceasing to be a tenant	Management	destroy
Burial records	Indefinite	Historical record	preserve
Policy documents	Until superseded	Management	destroy

### **Planning Applications**

All planning applications and relevant decision notices are available from Maidstone Borough Council or Kent County Council. There is no requirement to retain duplicates locally. All Boxley Parish Council responses to applications are recorded in its minutes which are retained indefinitely. Large development records will be retained until the development is completed.

### **Disposal Procedures**

All documents no longer required will be shredded and disposed of.

**Adopted by Council March 2026**