

HUNCOTE PARISH COUNCIL

DOCUMENT AND RECORD RETENTION POLICY

PURPOSE

To comply with the requirements of the Data Protection Act and Freedom of Information Act.

To ensure that documents are retained for a sufficient period to comply with legal, financial and other statutory requirements.

To ensure that there is a consistent policy for the destruction of documents and records.

TYPE OF RECORD	MINIMUM RETENTION PERIOD	REASON
GENERAL AND FINANCE		
Approved Parish Minutes	Indefinite	Archive
Hand written minutes and meeting notes for transcription to typed documents	Destroy once typed documents are formally approved	Only typed approved version retained
Draft documents	Destroy once final version produced	Management
Correspondence and General Files	If associated with any other area then retain as per this table, otherwise review annually. Records of a short term value should be destroyed in the normal course of business	Management / Archive
Emails	To be dealt with in the same way as other correspondence.	Management
Register of Members Interests	Retain whilst a Member	Publication Scheme
Scales of Fees and Charges	6 years	Management
FOI Information log	5 years after record is opened	Management
Details of Requests made under either the DPA or FOI Acts	5 years after request is received	Management
Complaints	3 years unless legal or insurance claim is pending	Management
Information from other bodies ie NALC, LRALC etc	As long as useful and relevant	Management
Magazines and Journals	Any Council published work to be delivered to the British Public Library Board. Otherwise retain as long as useful and relevant	Legal Deposit Libraries Act 2003 Management
Personal Data	Kept no longer than is necessary for the purpose for which it is held	Data Protection Act
Allowances and expenses records	6 years	Tax, Limitation Act 1980
Policies and procedures	Indefinite. Superseded to be marked as such	Management / Reference
FINANCIAL		
Receipts and Payments spreadsheets	Indefinitely	Archive
Receipt books of all kinds	6 years	VAT
Paid Invoices	6 years	VAT

TYPE OF RECORD	MINIMUM RETENTION PERIOD	REASON
Bank Reconciliation	Quarterly statement kept with minute records	Archive/Minute Record
Bank Statements	Last completed audit year	Audit
Bank Paying in Books	Last completed audit year	Audit
Cheque Book Stubs	Last completed audit year	Audit
Cheque Lists	Indefinite	Minute Record
Quotations and Tenders	6 years/indefinite	Limitation Act 1980
Paid Invoices	6 years	VAT
Paid Cheques	6 years	Limitation Act 1980
VAT Records	6 years	VAT
Wages and Salary Records	6 years	Management/Tax/Audit
Tax and NI records including tax code notifications, P11, P35	6 years	Tax/Audit
Payslips/Expenses	6 years	Tax/Audit
Employee letters of appointment, contracts and associated personnel records	6 years from termination of employment	Management
Budget	6 years / Minute Record	Reference
Asset Register	Current and last completed audit version	Management/Reference
Title Deeds ,Leases , Agreements, Contracts	Indefinitely	Audit, Management, Limitation Act 1980. Deeds lodged with Solicitors
Trust deeds	Indefinitely	Audit, Management, Limitation Act 1980. Lodge with Solicitors
Investments	Indefinitely	Audit, Management
Audited Annual Return	Indefinitely	Archive
Other Audit documentation and correspondence	6 years	Management/Auditors
INSURANCE		
Insurance Documentation including policies	6 years	To cover any claims under insurance policies. A permanent record of insurance company names and policy numbers to be retained.
Certificate of Employers Liability Insurance	40 years from date of commencement of policy	The Employer's Liability (Compulsory Insurance) Regulations 1998
Safety Inspections and Maintenance	12 years	Limitation Act 1980
PLANNING		
Planning Applications granted non contentious	Until completion	Reference
Planning Applications denied/appealed, contentious granted and or ongoing	2 years minimum but as long as may be required	Reference
PLANNING (cont.)		
Planning Application Lists	Minutes	Reference
Local Plans, Structure Plans etc	As long as is valid	Reference

NB Halls, Centre, Allotments: are not applicable to Huncote Parish Council

ADOPTED BY COUNCIL ON

DATE FOR REVIEW

SIGNED (Chairman)

SIGNED (Clerk / RFO)