

Withyham Parish Council

Document and Retention Policy

Responsibility: Clerk/Full Council

Review Cycle: Annually or earlier in the event of legislative changes

Date of Adoption/Renewal	Date for review
May 2020	May 2021 ASM

Purpose

- The policy applies to all records created, received or maintained by the Parish Council in carrying out its functions. Records are defined as all documents which facilitate the business carried out by Withyham Parish Council to comply with the requirements of the Data Protection Act and the 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.

During the first week of June each year the Clerks will check all paper based records and during December all electronic data, and destroy documents as per this policy.

TYPE OF RECORD	MINIMUM RETENTION PERIOD	REASON
GENERAL AND FINANCE		
Approved Parish Council Minutes	Indefinite	Archive - 7 years in Parish Office, thereafter East Sussex County Archive
Hand written minutes and meeting notes for transcription to typed documents	Destroyed once typed and documents are formally approved	Only typed, approved version retained
Draft documents	Destroy once the final version is produced	Management
Correspondence and general files	If associated with any other area as per this table, otherwise review annually. Records of a short term values should be destroyed in the normal course of business	Management/archive
Emails	To be dealt with in the	Management

	same way as other correspondence	
Register of Members' Interests	Retain whilst a member	Publication Scheme
Scales of fees and charges	7 years	Management
Freedom of Information Log	5 years after record is opened	Management
Details of requests made under Data Protection Act or Freedom of Information Act	5 years after request is received	Management
Complaints	3 years unless legal or insurance claim is pending	Management
Information from other bodies i.e. National Association of Local Councils	As long as useful and relevant	Management
Magazine and journals	Any published work of Withyham Parish Council 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	To be kept no longer than is necessary for the purpose for which it is held	Data Protection Act
Allowances and expenses records	7 years	Tax Limitation Act 1980
Policies and procedures	Indefinite - superseded policies to be marked as such	Management/Reference
TYPE OF RECORD	MINIMUM RETENTION PERIOD	REASON
FINANCIAL		
Receipts and payments spread sheets	Indefinitely	Archive - 7 years in Parish Office, thereafter East Sussex County Archive
Receipt books	7 years	VAT
Paid invoices	7 years	VAT
Bank Reconciliation	Quarterly statements kept with minutes	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	Audit

	year	
Payment of Account record	Indefinitely	Minute record
Quotations and tenders	7 years	Limitation Act 1980
Paid invoices	7 years	VAT
Paid cheques	7 years	Limitation Act 1980
VAT records	7 years	VAT
Wages and salary records	7 years	Management/Tax/Audit
Tax and National Insurance records including tax code notifications, P11, P35	7 years	Tax/Audit
Payslips/Expenses	7 years	Tax/Audit
Employee letters of employment, contracts and associated personnel records	7 years from termination of employment	Management
Budget	7 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 to be lodged with solicitors and kept in a fire proof safe
Trust Deeds	Indefinitely	Audit, Management/Limitation Act 1980. Deeds to be lodged with solicitors and kept in a fire proof safe
Investments	Indefinitely	Audit/Management
Audited Annual Return	Indefinitely	Archive
Any other Audit documentation and correspondence	7 years	Audit/Management
INSURANCE		
Insurance documentation including policies	7 years	To cover any claims under insurance policies. A permanent record of insurance companies to be retained.
Certificate of Employers Liability Insurance	40 years from date of the commencement of the 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	2 years minimum but as	Reference

refused/appealed/contentious granted/on-going	long as required	
Planning applications	Minutes	Reference
Local Plans/Structure Plans etc	As long as valid	Reference