

FENSTANTON PARISH COUNCIL – Retention of documents policy

Presented to Full Council Meeting – 12 October 2017 – for approval and adoption

RECORD	ULTIMATE ACTION	MINIMUM RETENTION PERIOD	PURPOSE
Administration			
Signed minutes of Council meetings	KEEP	Indefinite	Archives
Reports and other documents circulated with agendas not attached to signed minutes	REVIEW	Indefinite	Archives
Agendas (if minutes do not survive)	KEEP	Indefinite	Archives
Councillors' Declarations of Office	KEEP	Indefinite	Archives
Nomination forms for parish council elections (if minutes do not survive)	KEEP	Indefinite	Archives
Byelaws and Orders	KEEP	Indefinite	Audit, Management
Title Deeds	KEEP	Indefinite	Audit, Management
Registration of Village Greens, plans etc	KEEP	Indefinite	Audit, Management
Property registers including register and plans for allotments	KEEP	Indefinite	Audit, Management
Maps, plans and surveys of property owned by the Council	KEEP	Indefinite	Management, Archives
Correspondence and papers on important local issues or activities	KEEP	Indefinite	Management, Archives
Planning applications and related papers for major controversial developments; also planning appeal decisions	KEEP BUT REVIEW	As thought necessary	Management, Archives
Planning applications for minor works which receive approval	DESTROY	Keep until work completed	Archives
Quotations and tenders for major works	KEEP BUT REVIEW	10 years/Indefinite	Statute of Limitation
Quotations and tenders for minor works	DISCARD	5 years	Statute of Limitation
Unsuccessful tenders	DISCARD	3 years if useful	Challenge
Health and Safety records	KEEP BUT REVIEW	Indefinite	Management, Archives
Planning applications & related papers for minor works where permission is refused	DESTROY	Retain until appeal period has expired	Challenge
Scale of Fees and Charges	DESTROY	5 years	Management
Insurance Policies	DESTROY	Retain while valid	

Routine correspondence, papers and emails	DESTROY	Retain whilst useful	
HR records	DESTROY	3 years	

RECORD	ULTIMATE ACTION	MINIMUM RETENTION PERIOD	PURPOSE
Finance			
Receipt and payment books and records	DESTROY	7 years	Archives
Investments	KEEP	Indefinite	Audit, Management
AGAR returns (if general accounts do not survive)	DESTROY	7 years	Audit
Cash books and records (if general accounts do not survive)	DESTROY	7 years	TAX, VAT Limitation period
Receipt books and records	DESTROY	7 years	VAT
Bank statements including deposit / saving accounts	DESTROY	Last completed audit year	Audit
Bank paying-in books and cheque book stubs	DESTROY	Last completed audit year	Audit
Paid invoices	DESTROY	7 years	VAT
VAT records	DESTROY	7 years	VAT
Time Sheets (if kept)	DESTROY	Last completed audit year	Audit
PAYE/NI reports	DESTROY	7 years	Limitation period
Members Allowances Register	DESTROY	7 years	TAX Limitation
Records relating to parish halls, centres and recreation grounds; applications to hire, lettings diaries, copies of bills to hirers and records of ticket issue	DESTROY	7 years	VAT
Precept and contribution orders	DESTROY	Retain as long as of value	
Miscellaneous			
Maps created under provision of the Rights of Way Act 1992	KEEP	Indefinite	Archives
Community magazines/newsletters	DESTROY	5 years	
Press cuttings books	KEEP	Indefinite	
Photographs	KEEP	Indefinite	
Any records dating from before 1894	KEEP	Indefinite	Historical
Records of other bodies such as burial boards, charities, fire brigades, home guard units, local societies and *ad hoc* committees	KEEP BUT REVIEW	Indefinite	
ALL burial ground records (registers, plans, applications for interment and memorials; copy certificate of grant of exclusive right of burial	KEEP	Indefinite	Archives Cemeteries Orders & Regulations
Reports, guides, handbooks etc received by the council from other bodies	KEEP BUT REVIEW	Retain as long as useful	

Document History

Version	Action	By	Date
1.00	Draft prepared	Kevin Mitchell	06.10.20
1.01	Amended and approved	F&C Committee	03.11.20
1.10	Approved	Fenstanton Parish Council	12.11.20
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