

Management of Records Policy

RECORD	ACTION	MINIMUM RETENTION PERIOD	REASON
Administration			
Signed Minutes of Council Meetings	P	Indefinite	Archives
Reports & other documents circulated with agendas not attached to signed Minutes	R	Indefinite	
Agendas (if Minutes do not survive)	P	Indefinite	
Councillors' Declarations of Office	P	Indefinite	Archives
Nomination forms for parish council elections (if minutes do not survive)	P	Indefinite	
Byelaws and Orders	P	Indefinite	Audit, Management
Title Deeds	P	Indefinite	Audit, Management
Registration of Village Greens, plans, etc	P	Indefinite	Audit, Management
Property registers & terriers, including register and plans for allotments	P	Indefinite	Audit, Management
Maps, plans & surveys of property owned by the Council/Meeting	P	Indefinite	Archives
Correspondence and papers on important local issues or activities	P	Indefinite	Archives
Planning applications and related papers for major controversial developments, also planning appeal decisions	P	Indefinite	
Leases, Agreements, Contracts & Wayleaves	P	Indefinite	Audit, Management
Quotations & tenders for major works	R	12 years/Indefinite	Statute of Limitation
Quotations & tenders for minor works	D	12 years	Statute of Limitation
Unsuccessful tenders	D	3 years	Challenge

KEY

P = Preserve permanently

R = Review

D = Destroy

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Routine correspondence, papers & e-mails	D	Retain as long as useful	
Personnel records		3 months	Limitation period
Health & Safety records		Indefinite	
Planning applications & related papers for minor works where permission is refused	D	Retain until appeal period has expired	
Scale of Fees and Charges	D	5 years	Management
Insurance Policies	D	Retain while valid	
Finance			
Receipt and payment books	P	Indefinite	Archives
Investments	P	"	Audit, Management
Financial Returns to District Auditors (if general accounts do not survive)	D P	6 years	Audit
Cash & Petty Cash books & Rent Books (if general accounts do not survive)	D R	6 years	TAX, VAT Limitation period
Receipt Books of all kinds	D	6 years	VAT
Postage & Telephone Books	D	6 years	TAX, VAT Limitation period
Bank Statements, including deposit/saving a/cs	D	Last completed audit year	Audit
Bank Paying-in books and cheque book stubs	D	Last completed audit year	Audit
Paid Invoices	D	6 years	VAT
Paid Cheques	D	6 years	Limitation period
VAT records	D	6 years	VAT
Time Sheets	D	Last completed audit year	Audit
Wage Books	D	12 years	Limitation period
Members Allowances Register	D	6 years	TAX Limitation

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Records relating to parish halls, centres and recreation grounds; applications to hire, lettings diaries, copies of bills to hirers and records of ticket issue	D	6 years	VAT
Precept books and contribution orders	D	Retain as long as of value	
Miscellaneous			
Maps created under provision of the Rights of Way Act 1992	P	Indefinite	Archives
Community Magazines/News Letters	D	5 years	
Press cuttings books	P	Indefinite	
Photographs	P	Indefinite	
Any records dating from before 1894 now held by the council	P	Indefinite	Historical
Records of other bodies such as burial boards, charities, fire brigades, home guard units, local societies and <i>ad hoc</i> committees	P	See admin and finance	
ALL burial ground records (registers, plans, applications for interment & memorials and copy certificate of grant of exclusive right of burial	P	Indefinite	Archives Cemeteries Orders & Regulations
Reports, Guides, handbooks etc received by the council from other bodies	R/D	Retain as long as useful	
Planning applications & related papers for minor works where permission is granted	D	Retain until development has been completed	

Presented to Finance Committee 20 January 2005 for approval and adoption