

TEMPLE CLOUD WITH CAMELEY PARISH COUNCIL

Retention Policy

Retention of Documents and Records

This policy details the minimum retention time required for council documents before disposal in order for the council to comply with the Freedom of Information Act 2000 Publication Scheme. Where variable times are indicated the Council will review storage after the minimum period has elapsed. This is based on NALC legal topic 40.

RECORDS	RETENTION PERIOD	ACTION	REASON
ADMINISTRATIVE			
Signed council and committee minutes	Indefinitely	Preserve	Common practice
Draft minutes	Until the date of confirmation of the minutes	Destroy	Operational
Agendas	Until there is no longer an administrative requirement	Destroy	Operational
Working Party (MINUTES ONLY)	5 years (Clerk decision on retention)	Destroy	Operational
Councillors' declarations of office	4 years or until they vacate office	Destroy	Operational
Register of electors	Until there is no longer an administrative requirement	Destroy	Copies already in existence with B&NES Council
Policy documents	Until there is no longer an administrative requirement	Review	Operational
Title deeds	Indefinitely	Preserve	Common practice
Property registers	Indefinitely	Preserve	Common practice
Maps, plans, and surveys of property owned by the council or meeting	Indefinitely	Preserve	Common practice
Correspondence and papers on important local issues or activities	Until there is no longer an administrative requirement	Review	Operational
	Until there is no longer an administrative requirement	Review	Operational

Village plans and appraisals, millennium projects and supporting papers			
Planning applications and related papers for major controversial developments	Until there is no longer an administrative requirement	Review with the view to destroy	Operational
Planning applications for minor works where permission is refused	6 years	Destroy	Limitation Act 1980
Planning permissions	6 years	Review	Compliance
Planning permissions – on appeal	Indefinite		Precedent
Planning permissions – commercial or development	Indefinite		Future compliance
Planning refusals	2 years	Review	Appeals
Leases, agreements, contracts and wayleaves	Until there is no longer an administrative requirement	Review	Operational
Quotations and tenders (successful)	12 years / indefinite		Limitation Act 1980
Quotations and tenders (unsuccessful)	2 years	Destroy	Operational
Routine correspondence and papers	Until there is no longer an administrative requirement	Review with the view to destroy	Operational
Scales of fees and charges	Until superseded by new charges	Destroy	Operational
Employers' liability insurance policies	40 years after expiry date	Destroy	Employers' Liability Act (Compulsory Insurance) Regulations 1998
Insurance policies	2 years	Review	Liabilities
Risk assessments	4 years – (Ellis Whittham advice)	Destroy	Operational
Play Inspection Reports	21 years – Rospa advice	Destroy	Operational
Personnel files	12 years for staff in pension fund. 6 years for staff not in the pension fund.	Destroy	Avon Pension Fund advised 12 years
Personnel – annual leave and timesheets	2 years	Destroy	Operational and audit
Recruitment data			
Successful	9 months after recruitment finalised	Destroy	Sex Discrimination Acts 1975 and 1986, Race Relations Act 1976, Disability Discrimination Act 1995,
Unsuccessful	1 year after recruitment finalised plus current year		

			Employment Equality (Sexual Orientation) Regulations, Employment Equality (Religion or Belief) Regulations
FINANCIAL			
Receipts and payment books	Indefinitely	Preserve	NALC
Annual audited accounts	6 years	Destroy, but preserve if the receipt and payment books have not survived	NALC
Accounts and statements	6 years	Destroy	NALC
Cash and petty cash books and rent books	6 years	Destroy	Tax, VAT, Limitation Act 1980 (as amended)
Fees and charges	6 years	Destroy	Common practice
Receipt books of all kinds	6 years	Destroy	VAT and NALC advice
Postage books	6 years	Destroy	Tax, VAT, Limitation Act 1980 (as amended)
Bank statements including deposit/saving accounts	Last completed Audit year	Destroy	NALC
Bank paying-in books	Last completed Audit year	Destroy	NALC
Cheque book stubs	Last completed Audit year	Destroy	NALC
Paid invoices expenditure	6 years	Destroy	VAT and NALC
Paid cheques	6 years	Destroy	Limitation Act 1980 (as amended)
VAT records	6 years	Destroy	VAT Act 1994
Payroll	12 years	Destroy	Pension
Members' allowances register	6 years	Destroy	Tax, VAT, Limitation Act 1980 (as amended)
Investments	Indefinitely	Preserve	

			Common practice
Records relating to parish halls, centres and recreation grounds, applications to hire, letting diaries, copies of bills to hirers and records of tickets issued	6 years	Review with the view to destroy	NALC
MISCELLANEOUS			
Maps created under the provision of the Rights of Way Act 1932	Indefinitely	Preserve	Common practice
Papers concerning Rights of Way	Until there is no longer an administrative requirement	Destroy	Operational
Community magazines or newsletters	Until there is no longer an administrative requirement	Review	Operational
Charity papers	Until there is no longer an administrative requirements	Review	Operational
Press cuttings book	Until there is no longer an administrative requirements	Review	Operational
Photographs	Until there is no longer an administrative requirement	Review	Operational
Any records pre-dating the establishment of Parish Councils (1894), e.g. poor law, surveyors of the highway, the maps and apportionments, enclosure awards, etc.	Indefinitely	Preserve	Common practice
Records of other bodies such as burial boards, charities, fire brigades, Home Guard unit, local society or ad hoc committee	Indefinitely	Preserve	Common practice
Reports, guides, handbooks, etc. received from other organisations	Until there is no longer an administrative requirement	Review	Operational
VILLAGE HALL AND RECREATION GROUNDS			
Registers of: <ul style="list-style-type: none"> • application to hire • lettings diaries • copies of bills to hirers • record of tickets issued 	12 months after end of financial year.	Review	Operational