

GREAT WITCHINGHAM PARISH COUNCIL

DOCUMENT RETENTION POLICY

Great Withingham Parish Council will retain documents for the periods listed in the table below, consistent with advice from the National Association of Local Councils (the national body that represents the interests of local councils in England) documented in its Legal Topic Note 40.

These periods are to be considered as minimum retention times. The retention of documentation is for audit, regulatory, management and operational purposes. The Parish Clerk is responsible for the documents and that they are filed in an orderly and secure manner at all times, and that they will be securely destroyed if they are no longer considered relevant to the business of the parish council.

Many documents are now only held electronically so the same arrangements for keeping electronic records will be applied to any electronic document as for a paper document.

Councillors must, in their individual roles, ensure that they shred/destroy/delete any electronic and hard copies of Council data and records according to the same retention schedule below.

All documents will be made available on request to the Parish Clerk according to the General Data Protection Regulations and Freedom of Information Act (FOIA).

DOCUMENT	MINIMUM RETENTION PERIOD (Years are deemed to be the Parish Council's financial year)	REASON
Minutes	Indefinite	Archive
Receipt & Payment Accounts	Indefinite	Archive
Receipt books	6 years	VAT
Bank statements	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Cheque Book stubs	Last completed audit year	Audit
Quotations & tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	VAT
Postage records	6 years	Tax, VAT, Limitation Act 1980 (as amended)

Timesheets	Last completed audit year 3 years	Audit Personal Injury (best practice)
PAYE & NI Records	12 years	Superannuation/Pensions
Insurance policies	While valid	Management
Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or renewed	The Employers Liability (Compulsory Ins) Regulations 1998 (SI2753) Management
Title Deeds, Leases, Agreements	Indefinite	Audit, Management
Correspondence either in paper or email format	According to content and in line with adopted GDPR Policy	Audit, Management
PC responses to planning applications	Recorded in minutes therefore kept indefinitely	Management
Magazines, journals & general information from associations	As long as they are relevant	Operational
Parish Council Policy documents	Until they are superseded or no longer required	Operational
Personnel records	6 months after the employment has ceased	Operational
Risk Assessments	Until superseded by a revised assessment	Operational
Councillors Declarations of Office	4 years or until they vacate office	Operational

This Policy & Schedule will be reviewed periodically to confirm its continuing accuracy and relevance or when circumstances change and will be amended and reissued as may be found necessary