

## Retention of Documents by Bramerton Parish Council

<b>Document Status</b> SR – Statutory Requirement AR – Audit Requirement BP – Best Practice Red – Must have Black– Good to have	<b>Minimum retention period</b>	<b>Reason for retention</b>
Minute Books (SR)	Indefinite	Archive (NRO) Electronic copy (Clerk) Website (2 years)
Scales of fees and charges (Allotment, moorings etc) (AR)	7 years	Audit and management
Receipt & Payment (or Income & Expenditure) Accounts Annual Return, year-end bank reconciliation (SR/AR)	Indefinite	Hard Copy Archive (NRO) Electronic copy (Clerk) Website (2 years)
Receipt books of all kinds (SR)	7 years	VAT
Bank statements, including deposit/savings account, bonds, other investments certificates (AR)	7 years	Audit and management
Bank paying-in books (AR/SR)	7 years	Audit and management
Cheque book stubs (AR/SR)	7 years	Audit and management
Quotations and tenders (AR/SR)	12 years	Statute of Limitations
VAT Invoices / Records (AR/SR)	7 years	VAT
Petty cash, postage and telephone books (AR/SR)	7 years	Audit, management, tax, VAT
EU funded projects accounts (AR/SR)	13 Years	EU laws
Timesheets (AR), Payroll (SR) Sickness / Holiday record (BP) Tax Codes (AR) Written Statement of Particulars (SR) Job Description (SR)  Completed Job Application forms (BP)	Last completed audit year 7 years During Employment Further 6 months During Employment Further 6 months 6 months advisory	Audit, personnel  Audit, HMRC Model document available Model document available  Post interview queries
Wages books (SR/AR)	7 years	Superannuation
Insurance policies (AR) Employers Liab. Certificates (SR/AR)	7 years 20 years	Audit and management
Title deeds, leases, agreements, contracts (SR/AR) Incl. Charter Deeds for a Market	Indefinite	Audit and management Historical
Members allowance register -where applicable (SR/AR)	7 years	HMRC Tax

For other income such as grazing licences, moorings, car park receipts (AR) - Application to hire - Lettings diaries - Copies of bills to hirers - Record of tickets issued - Inspections incl. Professional Inspections - Contractors Public Liability Certificates	7 years  20 years  20 years	Audit and management VAT  Insurance purposes (must be retained in the event of any public liability claims)
For allotments Register and plans (SR)	Indefinite	Audit and management NRO (after 10 years)

## Policies and procedural documents

<p>Action Plan (BP) Allotment Policy (BP) Asset Register (AR/SR) Code of Conduct (SR) Complaints Policy (BP) Committee Terms of Reference (SR) Data Protection Policy (SR) Emergency Plan (BP) Expenses Policy (BP) Equality Policy (SR) Financial Regulations (SR) Family Friendly Policy (BP) Grant Awarding Policy (BP) Grievance and Disciplinary Policy (BP) Health &amp; Safety Policy (BP or SR for 5 or more employees) Insurance Policy (SR) Interests Forms (SR) List of Cllr attendance (BP) Lone Workers Policy (BP) Members Allowance Policy (BP) Openness Policy or Statement (SR) Pension Policy (SR) Planning Register (BP) Planning Policy (BP) Privacy Statements (where requirement to be identifiable) (SR) Risk Management Policy/Schedule (SR/AR) Record of Grants Awarded (SR/AR) Record of Borrowings (AR) Recruitment Policy (BP) Retirement Policy (BP) Planning Policy (BP) Standing Orders (AR/BP) Training &amp; Development Policy (BP)</p> <p>Other: Certificates of Waste Disposal (Dog waste bin collection records) (SR)</p>	Retain until reviewed / renewed	
	Retain for 20 years	

## Destruction of Records

Record Name	Destruction due	Notes
Planning applications	Following decision by SN or BA	Application recorded in Council Planning register. Documents available on line from SN or BA.
Publicity and advertising leaflets	Following Council meeting at which the document is included as correspondence.	Detailed in correspondence list for relevant council meeting. Correspondence list should be annex to council minutes.
Notes taken by Clerk and members from meetings	After the meeting at which the minutes are agreed	Routinely discarded material
Notes taken at a job interview	After 6 months	In case a candidate claims discrimination
Personnel and confidential records	After 6 months following resignation	In case of application for references, employment issues
Electoral roll	After revised roll has been received	Confidential item Councillor copies similarly
Items detailed in 4ii of the Retention Policy	After 3 months	
Policy documents	Following adoption of a revised document	
Correspondence, whether electronic or hard copy	When matter is known to be resolved / concluded	Letters and emails may be data protected. Outcome should be recorded in minutes when reported at Council meeting by Clerk or when resolved in Council.

### Notes

Under the Freedom of Information Act the Council must maintain lists of categories of records destroyed, and the authority under which they were destroyed. These requirements do not, however, apply to material routinely discarded in the course of an administrative activity, eg duplicates, rough drafts and so on.

Confidential items must be destroyed by burning or shredding. This includes all data protected items. Data protected items are detailed in Council's information audit, which should include their date of destruction.