

OLD BASING & LYCHPIT PARISH COUNCIL



Document Retention Policy

Old Basing & Lychpit Parish Council will retain its important documents for the periods listed in the table below (consistent with advice from HALC – Legal Topic Note 40 – NALC 2016). These periods are to be considered as minimum retention times. The retention of documentation is for audit, legal, management and operational purposes. The Clerk will be responsible for ensuring that the documents are filed in an orderly and secure manner at all times and that they will be securely destroyed if they are no longer of use or relevant. The same arrangements for keeping records should be applied to an electronic document as for a paper document. Electronic documents are backed up from the Clerks’ laptops to cloud storage provided by a UK based company with appropriate security. Documents will be made available on request according to the requirements of the Council’s Model Publication Scheme.

DOCUMENT	MINIMUM RETENTION PERIOD (years are deemed to be the Parish Council’s financial year)	REASON
Minutes	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements including deposit/savings accounts	6 years	Audit, Limitation Act 1980 (as amended)
Bank paying-in books	2 years	Audit
Cheque book stubs	2 years	Audit
Quotations and 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
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
Wages books, PAYE & NI Records	12 years	Superannuation/Pensions
Insurance policies	While valid	Management

OLD BASING & LYCHPIT PARISH COUNCIL**Document Retention Policy cont'd.....**

Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753), Management
Investments	Indefinite	Audit, Management
Title Deeds, Leases, Agreements, Contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
Allotments Register & plans	Indefinite	Audit, Management
Record of allotment plot holders who have handed back their plot and reasons	6 years	Limitation Act 1980 (as amended)
Record of individuals who are on the allotment waiting list	Until a plot has been offered or their names have been removed from the list	Management
Record of individuals who were removed from the allotment waiting list and reasons	6 years	Limitation Act 1980 (as amended)
Cemetery Registers of Burials and Graves	Indefinite	Audit, Management
Record of relatives who are grave/plot owners	Indefinite	Management
Lychpit Community Hall bookings schedule	While valid	Management
Record of regular hirers & invoices	While valid or as long as they are relevant & useful but no longer than 20 years	Audit, Management
Record of Ad-hoc hirers & invoices	While valid or as long as they are relevant & useful but no longer than 20 years	Audit, Management
Pavilion Meeting Rooms and recreation facilities – record of hirers and invoices	While valid or as long as they are relevant & useful but no longer than 20 years	Audit, Management
Clubs & organisations using Parish Council facilities	Indefinite	Arhive, Management
The wording of Parish Council responses to planning applications	Recorded in Planning Committee minutes and kept indefinitely	Management

OLD BASING & LYCHPIT PARISH COUNCIL
Document Retention Policy cont'd.....

Record of planning applications including application number, address, and the Parish Council's 'no objection' / object / comments' response	5 years	Management
All paper and electronic planning documents associated with specific applications	Until the planning decision is recorded in the minutes of a Planning Committee meeting.	Management. Plans are available to view online afterwards.
Magazines, journals & general information from associations	As long as they are relevant & useful	Operational
Correspondence	According to content	Operational
Parish Council Policy documents	Until they are superseded or no longer required	Operational
Personnel records	6 years	Operational
Risk assessments	Until they are superseded by a new assessment	Operational
Councillor's declarations of office	4 years or until they vacate office	Operational