

PRESTON PATRICK PARISH COUNCIL

DOCUMENT RETENTION AND DISPOSAL POLICY

The Council needs to have in place a system for filing current papers, storing those that have to be preserved and destroying those that are no longer of use or relevant. Depositing those to be retained permanently with the County Archive Service ensures that important local records are not lost. It also facilitates easy access by members of the public who may wish to inspect them. The Council needs to retain documents for audit purposes, staff management, tax liabilities and the eventuality of legal disputes and proceedings, and to take account of relevant legislation, including the Data Protection Act.

All material should be reviewed on an annual basis and dealt with as detailed below.

Documents	Minimum Retention Period	Location
Minute Books	Permanently	Clerk or County Archive
Handwritten meeting notes/ draft minutes	Destroyed once actions completed and minutes confirmed	Clerk
Title deeds, leases, agreements, contracts	Permanently	Clerk or County Archive
Receipt & Payment Accounts and investments	Permanently	Clerk or County Archives
Annual Returns and Statements of Accounts (other audit paper)	Permanently (5 years)	Clerk or County Archives
Certificates of Employer's Liability	40 years	Clerk or County Archives
Inland Revenue and VAT records	10 years	Clerk
Order books, postage books, time sheets, tenders for goods, etc.	12 months from the completion of the audit of the last entry	Clerk
Planning applications	If no objections from the Council – 6 months following decision, if objections / concerns until appeal or construction are completed	Clerk/ available from SLDC
Planning – Local Plans, Local Development Frameworks and similar documents	As long as they are in force	Clerk
Information from other bodies (eg CALC/NALC, principal authorities); Newsletters, magazines, journals	As long as information is relevant	Clerk
Material of historical interest to the Parish	Keep indefinitely or donate to local organisation	Clerk, County Archive

Approved November 2016

Reviewed 2018