

Ettington Parish Council

Document Retention Policy

Date Adopted: 10 April 2019

Due for review: Annually in May (unless legislative changes require earlier review)

1 Purpose of the Policy

Ettington Parish Council requires a wide variety of documents to undertake its business and is committed to retaining/storing these documents such that they are:

- in a format and for periods of time that enables the Parish Council to meet its statutory obligations in respect of documents;
- accessible to the public where they might be of historical or general interest;

Storage arrangements will:

- ensure security of documents (paper and electronic)
- protect privacy;
- facilitate access to information;
- optimise the use of storage space;
- be cost effective;
- facilitate the destruction of redundant documents.

2 **Scope:** This policy applies to users of Ettington Parish Council records, both paper and electronic and includes councillors, working group members and employees.

3 **Statutory Requirements:** Documents subject to a statutory period of retention are listed in Appendix A;

4 **General Data Protection Regulation Requirements** – to be inserted

5 **Non-Statutory Requirements** – to be inserted.

Appendix A

Document	Minimum Retention Period	Reason	Comment/Actions Required
Signed minutes of council meetings	Indefinite	Archive	Retain for 7 years with those older being deposited with Warwickshire County Records Office
Scales of fees and Charges	6 years	Management	Retain for specified period and then destroy
Receipt and Payment Accounts	Indefinite	Archive	Paper Records – retain for 7 years following which deposit with Warwickshire County Records Office. Electronic copies – once year end complete and audited back up for retention.
Receipt Books	6 years	VAT	Not applicable
Bank Statements including deposit savings account	Last completed audit year	Audit	Retain with accounts for 3 years before disposal
Bank paying-in books	Last completed audit year	Audit	“”
Cheque Book Stubs	“”	“”	“”
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Retain paper copies for specified period and then destroy having first scanned for indefinite retention.
Paid Invoices	6 years	VAT	Retain for specified period and then destroy
Paid Cheque	6 years	Limitation Act 1980 (as amended)	“”
VAT records	6 years generally but 20 years for VAT on rents	VAT	Not VAT registered retain VAT reclaim retain for 6 years and then destroy
Petty Cash	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Not applicable as no petty cash system operated

Timesheets	Last completed audit year	Audit	Not applicable as no such records
Wages Books	12 years	Superannuation	Retain an electronic copy of payslips.
Insurance policies	Whilst valid	Management	Retain paper documents for 3 years and then destroy. Electronic versions to be retained indefinitely.
Certificates of Insurance against liability for employees	40 years from date on which insurance commenced/was renewed	The Employer Liability (Compulsory Insurance) Regulations 1998 (SI2753)/Management	Retain for 40 years
Investments	Indefinite	Audit/Management	Not applicable
Title Deeds, leases	Indefinite	Audit/Management	Copies of Land Registry Documents to be retained electronically for reference. Land Registry References numbers to be included in asset register. All other documentation to be deposited with Warwickshire Country Records Office and acquisition number to be recorded in asset register.
Members allowances register	6 years	Tax, Limitation Act (1980 (as amended))	Not applicable.