



Mayfield & Five Ashes Parish Council

Document and Retention Policy

Purpose

- The policy applies to all records created, received or maintained by the Parish Council in carrying out its functions. Records are defined as all documents that facilitate the business carried out by Mayfield and Five Ashes Parish Council to comply with the requirements of the Data Protection Act and the Freedom of Information Act.
- To ensure that documents are retained for a sufficient period to comply with legal, financial and other statutory requirements.
- To ensure that there is a consistent policy for the destruction of documents and records.

TYPE OF RECORD	MINIMUM RETENTION PERIOD	REASON
GENERAL		
Approved Parish Council Minutes	Indefinite	Archive
Hand written minutes and meeting notes for transcription	Destroyed once issued documents are formally approved	Council approved minutes retained as true copy
Audio recordings of Council and Committee meetings	Destroyed once issued documents are formally approved	Council approved minutes retained as true record
Draft documents	Destroyed once final version is produced	Management
Correspondence and general files	If associated with any other area as per this table, otherwise review annually. Records of a short-term value should be destroyed in the normal course of business	Management/ archive
Emails	Destroyed after six months unless still relevant or unresolved	General Data Protection Regulations
Register of Members' Interests	Retain whilst a member	Publication Scheme
Attendance Registers	12 months	Management

Scales of fees and charges	7 years	Management
Freedom of Information Log	5 years after record is opened	Management
Details of requests made under General Data Protection Regulations or Freedom of Information Act	5 years after request is received	Management
Complaints	3 years unless legal or insurance claim is pending	Management
Information from other bodies i.e. National Association of Local Councils	As long as useful and relevant	Management
Magazine and journals	Retain as long as useful and relevant.	Management
Personal Data	To be kept no longer than is necessary for the purpose for which it is held	Data Protection Act 2018 and General Data Protection Regulations
Garden Plot Rental Agreement	Current annual agreement only retained	Management
Garden Plot Key Deposit Agreements	Retain until key returned and deposit refunded	Management
Court Meadow hire agreements	3 years	Personal injury claims Limitations Act 1980
Road Closure Orders	3 years	Personal injury claims Limitations Act 1980
Allowances and expenses records	7 years	Tax Limitation Act 1980
Policies and procedures	Indefinite - superseded policies to be marked as such	Management/Reference
FINANCIAL		
Financial Reports and expenditure lists	Indefinitely	Archive
Receipt books	7 years	VAT

Paid invoices	7 years	VAT
Bank Reconciliations	Statements filed with finance reports	Archive/Minute Record
Bank Statements	7 years	Audit
Bank paying in books	7 years	Audit
Cheque book stubs	7 years	Audit
Quotations and tenders	7 years	Limitation Act 1980
Paid invoices	7 years	VAT
Paid cheques	7 years	Limitation Act 1980
VAT records	7 years	VAT
Wages and salary records	7 years	Management/Tax/Audit
Tax and National Insurance records including tax code notifications, P11, P35	7 years	Tax/Audit
Payslips/Expenses	7 years	Tax/Audit
Employee letters of employment, contracts and associated personnel records	7 years from termination of employment	Management
Budget	7 years/ minute record	Reference
Asset Register	Current and last completed audit version	Management/Reference
Title Deeds, leases, Agreements, contracts	Indefinitely	Audit, Management/Limitation Act 1980
Trust Deeds	Indefinitely	Audit, Management/Limitation Act 1980.
Investments	Indefinitely	Audit/Management
Audited Annual Return	Indefinitely	Archive
Any other Audit documentation and correspondence	7 years	Audit/Management

INSURANCE		
Insurance documentation including policies	7 years	To cover any claims under insurance policies. A permanent record of insurance companies to be retained.
Certificate of Employers Liability Insurance	40 years from date of the commencement of the policy	The Employer's Liability (Compulsory Insurance) Regulations 1998
Safety Inspections and Maintenance	21 years	Personal injury claims Limitations Act 1980
PLANNING		
Planning applications – Electronic data	Until completion	Reference
Local Plans/Structure Plans	As long as current	Reference