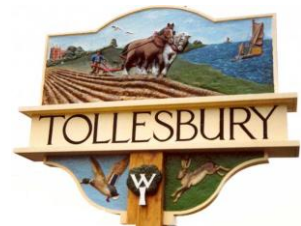


# TOLLESBURY PARISH COUNCIL

[www.essexinfo.net/tollesbury-parish-Council](http://www.essexinfo.net/tollesbury-parish-Council)



# Document and Data Retention Policy

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## TOLLESBURY 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 Tollesbury 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	RETENTION PERIOD	REASON
<b><u>GENERAL</u></b>		
Approved Parish Council Minutes	Indefinite	Archive
Hand written minutes and meeting notes for transcription to typed documents	Destroyed once typed and documents are formally approved	Only typed, approved version retained
Draft documents	Destroy once the final version is produced	Management
Correspondence and general files	If associated with any other area as per this table, otherwise review dispose of after 3 years. Records of a short term values should be destroyed in the normal course of business	Management/archive
Emails	To be dealt with in the same way as correspondence	Management
Register of Members' Interests	Retain whilst a member	Publication Scheme
Scales of fees and charges	6 years	Management
Freedom of Information Log	5 years after record is opened	Management
Details of requests made under Data Protection Act 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

Allowances and expenses records	6 years	Tax Limitation Act 1980 (as amended)
Policies and procedures	Indefinite - superseded policies to be marked as such	Management/Reference
<b><u>FINANCIAL</u></b>		
Financial Reports and expenditure lists	Indefinitely	Archive
Receipt books of all kinds	6 years	VAT
Bank Reconciliation	Statements filed with finance reports	Archive/Minute Record
Bank Statements including deposit/savings accounts	6 years	Audit
Bank paying in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	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 generally but 20 years for VAT on rents	VAT
Wages and salary records	12 years	Superannuation
Tax and National Insurance records including tax code notifications, P11, P35	6 years	Tax/Audit
Wage slips/Expenses	6 years	Tax/Audit
Employee letters of employment, contracts and associated personnel records	6 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
Trust Deeds	Indefinitely	Audit, Management/Limitation Act 1980.
Investments	Indefinitely	Audit/Management
Audited Annual Return	Indefinitely	Archive
Any other Audit documentation and Correspondence	6 years	Audit/Management

<b>INSURANCE</b>		
Insurance documentation including policies	6 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 (SI.2753), Management. Limitation Act 1980
Safety Inspections and Maintenance	12 years	
<b>PLANNING</b>		
Planning applications – Electronic data	Until completion	Reference
Local Plans/Structure Plans	As long as valid	Reference
<b>FOR HALLS AND RECREATION GROUND</b>		
<ul style="list-style-type: none"> <li>• Application to hire</li> <li>• Lettings diaries</li> <li>• Copies of bills to hires</li> </ul>	6 years	VAT
<b>ALLOTMENTS</b>		
<ul style="list-style-type: none"> <li>• Register and plans</li> </ul>	Indefinite	Audit, Management
<b>FOR BURIAL GROUNDS</b>		
<ul style="list-style-type: none"> <li>• Register of fees collected</li> <li>• Register of burials</li> <li>• Register of purchased graves</li> <li>• Register/plan of grave spaces</li> <li>• Application for interment</li> <li>• Application for right to erect a memorial</li> <li>• Disposal certificates</li> <li>• Copy of grant of exclusive right of burials</li> </ul>	Indefinite	Archives, Local Authorities, Cemetery Order 1977 (SI.204)

Version	Details of Changes	Date	Approver
V1.0	Adopted Policy	21/11/2017	TPC
	<b>NEXT REVIEW – NOVEMBER 2018</b>		