

Geldeston Parish Council

Information Policy

Retention of Documents by the Parish Council



This policy is for the retention and safe destruction of all data. Including criteria used to determine the length of its retention e.g. the Limitation Act 1980.

Document Status	Minimum retention period	Explanation
SR – Statutory Requirement AR – Audit Requirement BP – Best Practice Red – Must have Black– Good to have		
Minute Books (SR)	Indefinite	Archive (NRO) Electronic copy (Clerk) Website (2 years)
Scales of fees and charges (Allotment, cemetery, markets etc) (AR)	7 years	Audit and management
Receipt & Payment (or Income & Expenditure) Accounts Annual Returns, year-end bank reconciliation (SR/AR)	Indefinite	Hard Copy Archive (NRO) Electronic copy (Clerk) Website (2 years)
Receipt books of all kinds (SR)	7 years	VAT
Bank statements, including deposit/savings account, bonds, other investments certificates (AR)	7 years	Audit and management
Bank paying-in books (AR/SR)	7 years	Audit and management
Cheque book stubs (AR/SR)	7 years	Audit and management
Quotations and tenders (AR/SR)	12 years	Statute of Limitations
VAT Invoices / Records (AR/SR)	7 years	VAT
Petty cash, postage and telephone books (AR/SR)	7 years	Audit, management, tax, VAT
Timesheets (AR), Payroll / (SR) Sickness / Holiday record (BP)	Last completed audit year	Audit, personnel
Tax Codes (AR)	7 years	Audit, HMRC
Written Statement of Particulars (SR)	During Employment Further 6 months	Model document available
Job Description (SR)	During Employment Further 6 months	Model document available

Completed Job Application forms (BP)	6 months advisory	Post interview queries
Wages books (SR/AR)	7 years	Superannuation
Insurance policies (AR) Employers Liability . Certificates (SR/AR)	7 years 20 years	Audit and management
Members allowance register-where applicable (SR/AR)	7 years	HMRC Tax
For allotments Register and plans (SR)	Indefinite	Audit and management NRO (after 10 years)

Policies and procedural documents		
Action Plan (BP) Allotment Policy (BP) Asset Register (AR/SR) Code of Conduct (SR) Complaints Policy (BP) Data Protection Policy (SR) Equality Policy (SR) Financial Regulations (SR) Grant Awarding Policy (BP) Grievance and Disciplinary Policy (BP) Insurance Policy (SR) Interests Forms (SR) Lone Workers Policy (BP) Privacy Statements (where requirement to be identifiable) (SR) Risk Management Policy/Schedule (SR/AR) Record of Grants Awarded (SR/AR) Record of Borrowings (AR) Standing Orders (AR/BP) Training & Development Policy (BP)	Retain until reviewed / renewed	
Other: Certificates of Waste Disposal (Dog waste bin collection records) (SR)	Retain for 20 years	