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.

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) Receipt & Payment (or Income & Expenditure) Accounts Annual Returns, year-end bank reconciliation (SR/AR) Receipt books of all kinds (SR) Freeipt books of all kinds (SR) Bank statements, including deposit/savings account, bonds, other investments certificates (AR) Bank paying-in books (AR/SR) Cheque book stubs (AR/SR) VAT Petty cash, postage and telephone books (AR/SR) Tyears Audit, management, tax, VAT Last completed audit year Audit, HMRC Written Statement of Particulars During Employment Model document available	Decomposit Status	Minimum vatantian naviad	Funlametian
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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			