

Appendix A: MANAGEMENT OF RECORDS POLICY

Key P: Preserve permanently R: Review D: Destroy				
Record	Action	Minimum Retention Period	Reason	Location
Administration				
Signed Minutes of Council,	P	Indefinite	Archives	Secure storage area/Clerks office
Reports and other documents circulated with agendas not attached to signed Minutes	R	Indefinite	Archives	Secure storage area/Clerks office
Councillors' Declarations of Office	P	Indefinite	Archives	Secure storage area/Clerks office
Nomination forms for Parish Council elections (if minutes do not survive)	P	Indefinite	Archives	
Byelaws and Orders	P	Indefinite	Audit, Management	Secure storage area
Registration of Village Greens, plans, etc	P	Indefinite	Audit, Management	Secure storage area
Property registers including register and plans for allotments	P	Indefinite	Audit, Management	Secure storage area
Maps, plans and surveys of property owned by the Parish Council	P	Indefinite	Archives	Secure storage area
Correspondence and papers on important local issues or activities	P	Indefinite	Archives	Secure storage area
Title Deeds, Leases, Agreements, Contracts & Wayleaves	P	Indefinite	Audit, Management	Secure storage area
Play park inspection reports	D	21 years	Management	Secure storage area/Clerks office
Quotations and tenders for major works	D	12 years	Statute of limitation Act 1980	Secure storage area/Clerks office
Quotations and tenders for minor works	D	6 years	Statute of limitation Act 1980	Secure storage area/Clerks office
Unsuccessful tenders	D	3 years	Challenge	Secure storage area/Clerks office
Routine correspondence, papers and emails	D	Retain as long as useful		Secure storage area/Clerks office
Personnel records	D	3-6 months post-employment best practice 3 years for tribunal cases	Management	Secure storage area/Clerks office
Health and safety records	P	Indefinite		Secure storage area/Clerks office
Scale of Fees and Charges	D	6 years	Management	Clerks office

Insurance Policies	D	Retain while valid		Secure storage area/Clerks office
Employers Liability Certificates	D	40 years	Employers Liability Regulations 1998	Secure storage area/Clerks office
Accident and Incident reports	D	20 years	Potential Claims	Secure storage area/Clerks office
Finance				
Receipt and payment books	P	Indefinite	Archives	Secure storage area/Clerks office
Investments	P	Indefinite	Archives	
Financial Returns to External Auditor (If general accounts do not survive)	D	7 years	Audit	Secure storage area/Clerks office
Internal Auditor Reports	D	7 years	Audit	Secure storage area/Clerks office
Bank Statements, including deposit/savings accounts	D	Last completed audit year	Audit	Clerks office
Bank Paying in books and cheque book stubs	D	Last completed audit year	Audit	Clerks office
Paid invoices	D	6 years	VAT	Secure storage area/Clerks office
Paid Cheques	D	6 years	Limitation period	Secure storage area/Clerks office
VAT Records	D	6 years (20 years for VAT on rents)	VAT	Secure storage area/Clerks office
Time Sheets	D	Last completed audit year (best practice is 3 years in case of personal injury)	Audit	Clerks office
Salaries Records	D	12 years	Limitation period	Secure storage area/Clerks office
Records relating to parish halls, centres and recreation grounds, applications to hire, lettings diaries	D	6 years	VAT	Secure storage area/Clerks office
Property				
Asset Register	P	Continuously updated		Clerks office
Legal papers relating to sale	P	Indefinite	Archive	Secure storage area
Legal papers relating to acquisition	P	Indefinite		Secure storage area
Correspondence relating to maintenance and improvements	R	6 years		Secure storage area
Correspondence relating to rents	R	12 years or dependent upon terms of lease		Secure storage area/Clerks office
Plans, surveys, installation manuals, certificates of approval	R	Retain for life of property		Secure storage area/Clerks office

Miscellaneous				
Press cuttings books	P	Indefinite	Historical	Secure storage area
Photographs	P	Indefinite	Historical	Secure storage area
Any records dating from before 1894 now held by the Parish Council	P	Indefinite	Historical	Secure storage area
Reports, Guides, handbooks etc received by the Parish Council from other bodies	R/D	Retain as long as useful		Secure storage area/Clerks office
Planning				
Planning applications and related papers for major controversial developments, also planning appeal decisions	R	Retain as long as useful	Available on Greater Cambridge Shared Planning website	Secure storage area/Clerks office
Planning applications and related paperwork for minor works where permission is refused	D	Retain as long as useful	Available on Greater Cambridge Shared Planning website	Clerks office
Planning applications and related papers for minor works where permission is granted	D	Retain as long as useful	Available on Greater Cambridge Shared Planning website	Clerks office