

# WATERBEACH PARISH COUNCIL RETENTION OF DOCUMENTS POLICY

<b>KEY:</b>
<b>P = Preserve permanently</b>
<b>R = Review</b>
<b>D = Destroy</b>

RECORD	MINIMUM RETENTION PERIOD	ACTION AFTER	REASON
<b>ADMINISTRATION</b>			
Signed Minutes of Council meetings	Indefinite	P	Archives
Reports and other documents circulated with Agendas	5 years	R	Archives
Agendas	Indefinite	P	Archives
Annual Parish Meeting Minutes	Indefinite	P	Archives
Procedural Standing Orders and all committee Terms of Reference	Indefinite	P	Archives
Byelaws and Orders	Indefinite	P	Audit, Management
Title Deeds	Indefinite	P	Audit, Management
Registration of Village amenity areas, plans, etc.	Indefinite	P	Audit, Management
Rights of Way Map		R	CC has statutory record as permanent record
Tree Preservation orders		R	Retain for local use by DC has statutory record as permanent record
Property registers and terriers <sup>1</sup> , including register and plans for allotments if any	Indefinite	P	Audit, management
Maps, plans and surveys of property owned by the Council	Indefinite	P	Archives
Correspondence and papers on important local issues or activities	Indefinite	P	Archives
Routine correspondence, papers and emails	Retain as long as useful	D	
Health and Safety records	Indefinite		
Scale of fees and charges	6 years	D	Management
<b>PLANNING</b>			
County and Local Development Plans/Supplementary Planning documents	As long as in force	R	DCI will have a statutory record as permanent records – destroy when superceded
Responses to consultation relating to Regional, County and Local frameworks/plan		R	R Was comment significant? Y/N Y – offer to archives after end of local relevance N – destroy 2 years after publication of final document

RECORD	MINIMUM RETENTION PERIOD	ACTION AFTER	REASON
Planning application and key papers for major controversial developments	Indefinite	P	
Planning applications, permission notices		R	Where permission granted – retain until development complete and conditions discharged. Where permission refused – destroy after 1 year (or longer if of local importance) If appealed, destroy 1 year after decision and judicial review period.
Comments on planning applications		P	Held by DC. Retain summary sheet including comment.
Trees	1 year	D	Management
Neighbourhood Plans working papers	Retain as long as useful.	D	Management
Neighbourhood Plan final adopted Plan	Indefinite	P	Reference
S106 Agreements	10 years after completion of the development	R	Management
<b>FINANCE</b>			
Receipt and payment books or other principle accounting records, Annual Returns to external auditor	Indefinite	P	Audit/Archives
Precept papers: budget, justification and precept request	Indefinite	P	Archives
Reconciliations and summaries of accounts	7 years	D	
Investments	Indefinite	P	Audit, Management
Order, receipt bank statements, cheque books	7 years	D	7 years after the end of financial year in which created
Bank paying-in books and cheque book stubs	Last complete audit year	D	Audit
Postage books, claims reimbursement forms	7 years	D	Tax, VAT, Limitation period
Loan Files	7 years after final payment	D	
Grants to local bodies	7 years	D	
Paid Invoices/cheques	7 years	D	VAT/Limitation period
VAT records	7 years	D	VAT

RECORD	MINIMUM RETENTION PERIOD	ACTION AFTER	REASON
<b>LEGAL, CONTRACTS, INSURANCE</b>			
Contracts	2 years after expiry	R	Archive if major matter after 2 years Others – destroy 1 year after expiry
Leases, Agreements, Contracts and Wayleaves	Indefinite	P	Audit, Management
Quotations and tenders for major works	12 years/Indefinite	P	Statute of Limitation
Quotations and tenders for minor works	12 years	D	Statute of Limitation
Unsuccessful tenders	3 years	D	Challenge
Major works: specification, quotations, decision papers, successful tender documents	Indefinite	P	Retain for 7 years from expiry of contractual obligation or relationship
Major works – unsuccessful tenders	7 years	D	Challenge
Minor works: specification, quotations, decision papers, tender documents	7 years	D	
Insurance Policies	While valid (but see next two items below)		Management
Insurance company names and policy numbers	Indefinite		Management
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed		The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management
Claims against the authority	Indefinite	P	
Proceedings against/litigation to defend the authority	Indefinite	P	
Records relating to applications to hire land/property	7 years	D	
<b>STAFF RECORDS</b>			
Recruitment: adverts, applications, interview papers (successful candidates)	7 years after termination of contract	D	
Application and interview papers for unsuccessful candidates	Once recruitment activity complete	D	
Personnel Records: contract of employment, appraisals, training, pay, Income Tax, pensions			Statute of Limitations

RECORD	MINIMUM RETENTION PERIOD	ACTION AFTER	REASON
<b>PROPERTY</b>			
Asset Register	Continuous updated	R	Archive every 5 years
Plans, surveys, installation manuals, certificate of approval	Retain for life of property/building	D	
<b>BURIALS</b>			
ALL burial records (registers or burials and purchase graves, plans of spaces, applications for interment and memorials and copy certificates of grant of exclusive rights of burial fees collected Applications for interment, for right to erect memorials	Indefinite		Archives, Local Authorities Cemeteries Order 1977 (SI 204)
<b>MISCELLANEOUS</b>			
Parish News Letters	5 years	D	Offer to County Archives
Planning applications and related papers for minor works where permission is granted	6 months		
Electronic records	Backed up on a portable hard drive or in a cloud-based programme supplied by IT company		Management

<sup>1</sup>Terrier – A land terrier is a record system for Council’s land and property holdings, typically it consists of written records related to a map.