

BRAMPTON PARISH COUNCIL

DOCUMENT RETENTION POLICY

The time that documents are retained will depend on what the document is and how much space the Council has for archiving.

Minute books will be kept forever. These are legal documents and must not be destroyed. If the need arises the County Council can archive them.

Title deeds, leases, agreements etc. will be kept whilst the Council owns/occupies property/land. These will be held at the Council offices and/or with the Council's solicitor.

Salaries details will be kept for 12 years where there is superannuation. Inland Revenue and VAT papers will be kept for 6 years. Annual returns and former statements of accounts will be kept indefinitely. Audit papers will be kept for five years. Insurance documents, Certificates of Employers Liability and Public Liability will be kept as required by law.

Planning documents will be kept for ten years. Controversial plans will be kept for longer periods.

Documents of historical interest will be retained indefinitely.

Documents relating to controversial issues will be retained indefinitely.

For ease of reference retention periods for material, together with the reason for retention, is set out below.

<u>DOCUMENT</u>	<u>MINIMUM RETENTION PERIOD</u>	<u>REASON</u>
<u>For Halls, Parks and Recreation Grounds</u>		
Application to Hire) Lettings Diaries) Copies of bills to hirers)	6 Years	(VAT)
<u>Miscellaneous</u>		
Postage Books	6 Years	(Tax, Statute of Limitations, VAT)
Timesheets	Last Completed Audit	(Audit, Statute of Limitations)
Maps & Rights of Way	Last Completed Audit	(Audit, Statute of Limitations)
Photographs	Indefinite	(Historic Archives)
Minute Books	Indefinite	(Archive)
Scale of Fees & Charges	5 years	(Management)
Receipt & Payment Accounts	Indefinite	(Archive)
Receipt Books	6 years	(VAT)
Bank Statements	6 years	(VAT)
Bank Paying in Books	6 years	(VAT)
Cheque Book Stubs	6 years	(VAT)
Quotations & Tenders	12 years/Indefinite	(Statute of Limitations)
Paid Invoices	6 years	(VAT)
Paid Cheques	6 years	(VAT)
VAT Records	6 years	(VAT)
Wages Books	12 years	(Superannuation)
Insurance Policies	While Valid	(Management)
Investments	Indefinite	(Audit Management)
Title Deeds, Leases, Agreements	Indefinite	(Audit Management)
Contracts		
Contracts	Indefinite	(Audit Management)
Members Allowance	6 years	(Tax, Statute of Limitations)

<u>DOCUMENT</u>	<u>MINIMUM RETENTION PERIOD</u>	<u>REASON</u>
<u>Personnel Records</u>		
Application Forms	Duration of Employment	(Management)
References obtained from Third Party	1 year	(Management)
Sickness Records	3 years	(Management)
Annual Leave Records	2 years	(Management)
Unpaid Leave/Special Leave Records	2 years	(Management)
Annual Appraisal/Assessment Records	5 years	(Management)
Promotion, Transfer, Training & Disciplinary Records	1 year from end of Employment	(Management)
References given or details retained to enable reference to be provided	5 years from reference or end of employment	(Management)
Summary or record of service e.g. name position held, dates of employment	10 years from end of employment	(Management)
Records relating to accident or injury at work	3 years.	(Management)