

Tanfield Parish Council

POLICY FOR THE RETENTION OF DOCUMENTS AND INFORMATION

Whilst recognising that it is the custodian for a number of items which represent the raw material of the history of the parish, the Council's document and information retention policy seeks to optimise the items retained for future reference.

Notes:

- The Parish Council considers that the minutes of its meetings form the basis of its archive and as such much of the information about the parish and the work of the Council will be stored through references in the minute books and retained in perpetuity.
- This document is to be read in conjunction with the Council's Guide to Proactively Published Information.
- Note that items to be stored with Clerk, other than signed minute books and annual accounts documents, may be scanned and stored electronically.
- The minimum retention periods given are just that. In some cases, such as special projects or contentious planning applications, documents will, at the Clerk's discretion, be kept for longer periods.

Definitions:

NYCC = North Yorkshire County Council

LPA = Local Planning Authority

RFO = Responsible Financial Officer (usually Clerk).

Special circumstances = projects, applications or other items generating significant public interest which are not easily available from other sources.

Document	Minimum Retention Period	Reason for Retention	Method of Storage
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Council's Documents

Minute Books	In perpetuity.	Archive / Public Inspection	Lodged with NYCC after 12 years.
Land - title deeds, leases, agreements.	Indefinite	Audit / Management	With Clerk
Contracts	Indefinite.	Audit / Management / Archive	With Clerk
Insurance policies.	While valid.	Management	With Clerk
Newsletters	In perpetuity.	Archive	Electronically with Clerk.
Certificates of Employers' Liability Insurance.	Indefinite	Limitation Act	Electronically after 5 years.

Correspondence

Correspondence lists.	6 years.	Archive	Electronically by Clerk.
General correspondence (periodicals,	3 months (until consideration		

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newsletters etc).	by Council).		
Correspondence of special interest (emboldened items).	1 year.		Electronically by Clerk.

Financials

Annual accounts comprising receipt and payment lists, annual bank reconciliation and annual return.	Indefinite	Archive	Lodged with NYCC after 12 years.
Bank statements / cheque stubs / paying in stubs.	6 years.	Audit / Management	With RFO.
Quotations / Tenders: <ul style="list-style-type: none"> • Successful • Unsuccessful 	<ul style="list-style-type: none"> • 6 years. • 1 year after completion of external audit. 	Audit / Management	With RFO.
<ul style="list-style-type: none"> • Paid invoices. • Paid cheques. 	6 years.	VAT / Audit / Mangement / Limitation Act	With RFO.
VAT Records	6 years.	Inspection by HMRC	With RFO.
Receipt books of all kinds.	6 years.	Audit / VAT / Inspection by HMRC	With RFO.
Investments	6 years after maturation.	Audit / Management	With RFO.
Scales of fees / charges.	6 years.	Management.	With RFO.

Planning – special circumstances would be ongoing enforcement investigations, appeal against LPA decision, subsequent applications on same site etc.

Planning Applications / Planning Appeals	1 year, or until decision notice issued whichever is later.	Public inspection.	Available on public access register.
Major Development Applications	Until completion.	Compliance with conditions.	
Local Development Framework <ul style="list-style-type: none"> • General documentation. • Site allocations, specific to parish. 	<ul style="list-style-type: none"> • Until adoption by LPA. • Until completion of development. 	General Reference	<ul style="list-style-type: none"> • Local Planning Authority website. • With Clerk.

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Staffing

Contracts of Employment	12 years.	Superannuation.	With Clerk.
Payroll Records	6 years.	Inspection by HMRC	Electronically
Timesheets	6 years	Audit / Management / Inspection by HMRC	With RFO, in accounts.

Special Projects – e.g. installation of playground equipment, grants, campaigns etc.

Planning Consents	In perpetuity.	Archive	With Clerk.
Financial Documents	6 years after completion of project – or until expiration of grant funders’ conditions.	Inspection by Grant Funders. Audit / Management	With financial records as above.
Survey Responses.	6 years after completion of project.	Public inspection.	With Clerk.

Future Considerations:

- Allotments
- Register / file of members’ allowances.

This policy was approved by the Parish Council at its meeting on 10th July 2013.

SIGNED: (Chairman)

DATE: