

Ringshall Parish Council

Document Retention Policy

Version	Author	Reason for Issue	Date	Approval Minute
1	Clerk	New Policy	05/2019	RPC/2019/05/16
2	Clerk	Policy Review	05/2026	RPC/15/26/27

Policy History

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Approval Committee	Full Council
Version	2
First Adopted	
Next Review Date	May 2029

1. Purpose

- a. This policy outlines the standards Ringshall Parish Council (the Council) intends to observe in relation to its compliance with the Freedom of Information Act 2000 with respect to data retention.
- b. This policy applies to all records created or held by the Council, in whatever format. This includes, but is not limited to paper, electronic, mail, microfiche and film. Records are defined as all those documents which facilitate the business carried out by the Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities.

2. Responsibilities

- a. Record management will include a review of council documentation on an annual basis.
- b. Any documents that are no longer required following the retention period should be securely disposed of.
- c. Documents of historical importance, if not retained by the council, will be offered to the county record office.

3. Retention of Documents

The following table indicates the appropriate retention period for council documents.

Document	Retention Period	Reason
Minute books	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit and savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
Wages books	12 years	Superannuation
Insurance policies	While valid	Management and legal proceedings
Certificates for Insurance against liability for employees	Indefinitely	Future claims
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)

For Halls, Centre, Recreation Grounds		
<ul style="list-style-type: none"> ▪ application to hire ▪ lettings diaries ▪ copies of bills to hires 	6 years	VAT
For Allotments		
Tenancy Agreement, register and plans	Indefinite	Audit, Management
For Burial Grounds		
<ul style="list-style-type: none"> ▪ register of fees collected ▪ register of burials ▪ register of purchased graves ▪ register/plan of grave spaces ▪ register of memorials ▪ applications for interment ▪ applications for right to erect memorials ▪ disposal certificates ▪ copy certificates of grant of exclusive right of burial 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI. 204)

Approved by resolution at the full council meeting held on:

Signed by Chair:

Date: