

Compton Dando Parish Council Document Retention Statement

Compton Dando Parish Council follow the recommendations made by B&NES Council and the National Association of Local Councils (NALC) for purposes of retaining documents:

ARCHIVE

RECORDS	RETENTION PERIOD	ACTION	REASON
ADMINISTRATIVE			
Signed council and committee minutes	Indefinitely	Preserve	Common practice
Draft minutes	Until the date of confirmation of the minutes	Destroy	Operational
Agendas	Until there is no longer an administrative requirement	Destroy	Operational
Working Party (MINUTES ONLY)	5 years (TC and DTC decision on retention)	Destroy	Operational
Councillors' declarations of office	4 years or until they vacate office	Destroy	Operational
Register of electors	Until there is no longer an administrative requirement	Destroy	Copies already in existence with B&NES Council
Policy documents	Until there is no longer an administrative requirement	Review	Operational
Title deeds	Indefinitely	Preserve	Common practice
Property registers	Indefinitely	Preserve	Common practice
Maps, plans, and surveys of property owned by the council or meeting	Indefinitely	Preserve	Common practice
Correspondence and papers on important local issues or activities	Until there is no longer an administrative requirement	Review	Operational

Village/town plans and appraisals, millennium projects and supporting papers	Until there is no longer an administrative requirement	Review	Operational
Planning applications and related papers for major controversial developments	Until there is no longer an administrative requirement	Review with the view to destroy	Operational
Planning applications for minor works where permission is refused	6 years	Destroy	Limitation Act 1980
Leases, agreements, contracts and wayleaves	Until there is no longer an administrative requirement	Review	Operational
Quotations and tenders (successful)	12 years	Destroy	Limitation Act 1980
Quotations and tenders (unsuccessful)	2 years	Destroy	Operational
Routine correspondence and papers	Until there is no longer an administrative requirement	Review with the view to destroy	Operational
Scales of fees and charges	Until superseded by new charges	Destroy	Operational
Employers' liability insurance policies	40 years after expiry date	Destroy	Employers' Liability Act (Compulsory Insurance) Regulations 1998
Insurance policies	While valid and at least completed Audit Year	Review	Liabilities
Risk assessments	4 years – (Ellis Whittham advice)	Destroy	Operational
Personnel files	12 years for staff in pension fund. 6 years for staff not in the pension fund.	Destroy	Avon Pension Fund advised 12 years
Personnel – annual leave and timesheets	2 years	Destroy	Operational
Recruitment data Successful	9 months after recruitment finalised	Destroy	Sex Discrimination Acts 1975 and 1986, Race

Unsuccessful	1 year after recruitment finalised plus current year		Relations Act 1976, Disability Discrimination Act 1995, Employment Equality (Sexual Orientation) Regulations, Employment Equality (Religion or Belief) Regulations
FINANCIAL			
Receipts and payment books	Indefinitely	Preserve	NALC
Annual audited accounts	6 years	Destroy, but preserve if the receipt and payment books have not survived	NALC
Accounts and statements	6 years	Destroy	NALC
Cash and petty cash books and rent books	6 years	Destroy	Tax, VAT, Limitation Act 1980 (as amended)
Fees and charges	6 years	Destroy	Common practice
Receipt books of all kinds	6 years	Destroy	VAT and NALC advice
Postage books	6 years	Destroy	Tax, VAT, Limitation Act 1980 (as amended)
Bank statements including deposit/saving accounts	Last completed Audit year	Destroy	NALC
Bank paying-in books	Last completed Audit year	Destroy	NALC
Cheque book stubs	Last completed Audit year	Destroy	NALC
Paid invoices expenditure	6 years	Destroy	VAT and NALC

Paid cheques	6 years	Destroy	Limitation Act 1980 (as amended)
VAT records	6 years	Destroy	VAT Act 1994
Payroll	12 years	Destroy	Pension
Members' allowances register	6 years	Destroy	Tax, VAT, Limitation Act 1980 (as amended)
Investments	Indefinitely	Preserve	Common practice
Records relating to parish halls, centres and recreation grounds, applications to hire, letting diaries, copies of bills to hirers and records of tickets issued	6 years	Review with the view to destroy	NALC
MISCELLANEOUS			
Maps created under the provision of the Rights of Way Act 1932	Indefinitely	Preserve	Common practice
Papers concerning Rights of Way	Until there is no longer an administrative requirement	Destroy	Operational
Community magazines or newsletters	Until there is no longer an administrative requirement	Review	Operational
Charity papers	Until there is no longer an administrative requirements	Review	Operational
Press cuttings book	Until there is no longer an administrative requirements	Review	Operational
Photographs	Until there is no longer an administrative requirement	Review	Operational

Any records pre-dating the establishment of Parish Councils (1894), e.g. poor law, surveyors of the highway, the maps and apportionments, enclosure awards, etc.	Indefinitely	Preserve	Common practice
Records of other bodies such as burial boards, charities, fire brigades, Home Guard unit, local society or ad hoc committee	Indefinitely	Preserve	Common practice
Reports, guides, handbooks, etc. received from other organisations	Until there is no longer an administrative requirement	Review	Operational

Approved at the meeting on September 17th 2019.

Reviewed October 2020

Signed.....

Date.....

Signed.....

Date.....