

SEND PARISH COUNCIL

RECORD MANAGEMENT POLICY

Reviewed by Council at a meeting held on 18th April 2016

General Statements

The purpose of this policy is to ensure that Council records are kept in accordance with the law as advised by NALC.

This policy will be reviewed by the Council annually.

All documents containing personal or sensitive information will be shredded prior to disposal.

Minimum Retention periods required

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
▪ Minute books	Indefinite	Archive
▪ Scales of fees and charges	5 years	Management
▪ Receipt and payment account(s)	Indefinite	Archive
▪ Receipt books of all kinds	6 years	VAT
▪ Bank statements, including deposit/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	12 years/indefinite	Statute of Limitations
▪ Paid invoices	6 years	VAT
▪ Paid cheques	6 years	Statute of Limitations
▪ VAT records	6 years	VAT
▪ Petty cash, postage and telephone books	6 years	Tax, VAT, Statute of Limitations
▪ Timesheets	Last completed audit year	Audit
▪ Wages books	12 years/indefinite	Superannuation / Reference

▪ Insurance policies	While valid	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.
▪ Investments	Indefinite	Audit, Management
▪ Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
▪ Members allowances register	6 years	Tax, Statute of Limitations

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
For Allotments		
▪ 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)

Planning applications

- a. Where planning permission is granted, the planning application, any plans and the decision letter will be retained until the development has been completed so that, if required, the council can check that the development proceeds in accordance with

the terms and conditions of the permission. Where planning permission is granted on appeal, a copy of the appeal decision will be retained likewise. An appeal decision may be retained indefinitely because of wider implications (e.g. the decision may set a precedent for other developments in the locality).

- b. Where planning permission is refused, the papers will be retained until the period within which an appeal can be made has expired. If an appeal is made, and dismissed, the decision letter may be retained against further applications relating to the same site.
- c. Copies of Structure Plans, Local Plans and similar documents will be retained as long as they are in force.
- d. Details of planning applications will be kept as reference for the Council as long as there is storage space available.

Information from other bodies

Circulars etc. from County Associations, NALC, Surrey County Council, Guildford Borough Council will be retained as long as it is useful and relevant.

Personnel matters

Documentation relating to staff will be kept securely for as long as it would be possible for a claim to be made against the council or for reference purposes only.

Historical documents

Historical documents no longer required to be retained by the Council will be offered to the Surrey History Centre, Woking.