

Reedham Parish Council

Document Retention Policy

Introduction

Reedham Parish Council recognises that efficient management of its records is necessary to comply with legal and regulatory obligations and to allow for its effective management. This policy has been created to detail how the records maintained by the Parish Council are kept and when they should be destroyed.

Scope of the policy

This policy applies to all records created, received or maintained by the Parish Council while carrying out its functions. Records are defined as all those documents, in all formats which facilitate the business carried out by the Parish Council and which are thereafter retained to provide evidence of its transactions or activities. A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Clerk to the Parish Council, and they are required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

Retention Schedule

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule which lays down the length of time certain record sets need to be retained. Reedham Parish Council have adopted a policy in line with the National Association of Local Council's legal topic note LTN40 (Local Councils' documents and records).

Disposal Procedures

All hard copies of documents that are no longer required for administrative reasons should be shredded and disposed of. Electronic copies should be deleted from the records.

DOCUMENT	MINIMUM RETENTION PERIOD	REASON / DETAILS
Minutes and Correspondence		
Minute books	In perpetuity	Legislation / Archive
Agendas	2 years	Management
Correspondence and papers relating to local historic issues	Indefinite	Archive
Routine correspondence & emails	6 months	Management
Minutes recordings	Whilst useful – 6 months max	Management
Financial		
Accounts	7 years	Hard Copy – Archive Electronic Copy - Clerk
Annual returns / bank reconciliation	7 years	Hard Copy – Archive Electronic Copy - Clerk
Bank statements – all accounts	7 years	Audit and Management
Receipt books	7 years	Audit / VAT
Cheque book stubs	Last completed Audit year	Audit and Management
Paying in books	Last completed Audit year	Audit and Management
Quotations and tenders	12 Years	Statute of Limitations
Paid Invoices	7 years	Audit / VAT
VAT records	7 years	VAT
Salary records	7 years	Audit
Tax and NI Records	7 Years	Audit
Asset Register	Indefinite	Audit
Insurance		
Certificate of Employers Liability	40 Years	Legislation
Certificate of Public Liability	40 Years	Legislation
Insurance claims records	7 years after all obligations are concluded	Legislation
Policy renewal records and correspondence	Whilst valid	Audit and Management
General Management		
Title deeds, leases, agreements and contracts	Indefinite	Audit and Management
Policies and Procedural documents	Retain until renewed	Audit and Management
Freedom of Information and Subject Access requests	2 years	ICO Guidance
Website accessibility statements	Retain until replaced	Legal compliance
Members		
Declarations of acceptance	Term of office + 1 year	Management
Registers of interest records	Term of office + 1 year	Management

DOCUMENT	MINIMUM RETENTION PERIOD	REASON / DETAILS
Planning		
Applications	Not retained	Available at Broadland DC
Applications on which Parish Council has commented	12 months or whilst active whichever is the longest	Management
Health and Safety		
Accident books	25 years	Management
Inspection records	25 years	Management
Risk assessments	3 years	Management
Personnel		
Application forms – including unsuccessful candidates	6 months	Post interview enquiries
Disciplinary records	Duration of employment	Management
Personnel files	6 years after ceasing employment	Management / HMRC
Others		
Complaints	5 years after closure of case	Management
Public consultations / surveys	5 years	Management
General information	3 months or whilst valid, whichever is the longest	Management
Allotments		
Lease / Legal agreements with Landlord. Planning information	Indefinite	Management
Tenancy agreements with allotment holders	During tenancy + 1 year	Audit and Management
Rent and Finance information	7 years	Audit and Management

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