



Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich NR6 5QB  
Tel: 01603 301751 email: [contact@hellesdon-pc.gov.uk](mailto:contact@hellesdon-pc.gov.uk) [www.hellesdon-pc.gov.uk](http://www.hellesdon-pc.gov.uk)  
Parish Clerk – Mark Knight

## RETENTION OF DOCUMENTS POLICY

### 1. Introduction

- 1.1 The Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council.
- 1.2 This document provides the policy framework through which this effective management can be achieved and audited.

### 2. Scope of the Policy

- 2.1 This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are identified as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of transactions or activities. Records may be created, received or maintained in hard copy or electronically.
- 2.2 A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archive and for historical research.

### 3. Responsibilities

- 3.1 The Parish Council has a corporate responsibility to maintain its records and record management in accordance with regulations.
- 3.2. The person with overall responsibility for the implementation of this policy is the Parish Clerk who is required to manage the Council's records in such a way as to promote compliance with this policy so that information may be retrieved easily and appropriately as and when required.

#### 4. Retention Schedule

- 4.1 Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series created in the course of its business. The retention schedule sets out the length of time for the retention of each series of records and the action to be taken when records are of no further administrative use.
- 4.2 The Parish Clerk is expected to manage the current record keeping systems in accordance with the retention schedule and to take account of different retention periods when creating new systems.
- 4.3 The retention schedule refers to record series irrespective of the media in which they are stored.
- 4.4 Schedule

Document	Minimum Retention	Reason
Minute Books	Indefinite	Archive
Annual Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Bank Statements	Last completed audit year	Audit/Management
Cheque Book stubs	Last completed audit year	Audit/Management
Paying in books	Last completed audit year	Audit/Management
VAT records	6 years	Audit/HMRC
Paid invoices	6 years	Audit/VAT
Petty cash records	6 years	HMRC/VAT
Salary records	6 years	Audit
Tax & NI records	6 years	Audit
Insurance Policies	Whilst valid	Audit/Management
Assets register	Indefinite	Audit/Management
Deeds, Leases	Indefinite	Audit/Management
Booking records	6 years	Audit/VAT
Allotment records	Indefinite	Audit/Management
Declarations of Acceptance Of Office	Chairman – attached to Minutes, Members – Term of Office + 1 year	Management
Members Register of Interests	Term of Office + 1 year	Management

#### 5. Planning Applications

- 5.1 The Parish Council is consulted by Broadland District Council on all developments in the parish.

5.2 Parish Council comments on applications are recorded in the Minutes of the relevant meeting and attached to the application documents, which are retained for a period of 2 years, with the exception of applications related to listed buildings or other significant buildings in the parish, such applications are retained for permanent preservation as part of the parish archive and for historical research.

**Note for meeting** - *it was suggested to contact the Record Office – their advice is for Councils to retain successful applications until the development is completed, unsuccessful applications until the period within which an appeal can be lodged (i.e. 6 months from the date of the original decision), and for controversial applications (whether successful or not) the Council may wish to retain the papers indefinitely. As all applications are always available on BDC website, there is not the same need to retain indefinitely*

**6. General Correspondence**

6.1 General and routine correspondence including emails is retained as below:

Complaints	1 year	Management
General Information	1 year	Management
Routine Correspondence and emails	2 years	Management
Rough notes from Meetings	Until adoption of Minutes	Management

**7. Disposal Procedures**

7.1 All documents no longer required for administrative reasons should be shredded and disposed of securely.

*Signed ..... (Chairman)*