

Bersted Parish Council Data Retention Policy

DOCUMENT	Minimum Retention Period	Reason
GENERAL		
Parish Minutes – all committees	Indefinite	Archive
Handwritten minutes and meeting notes for transcription to typed documents	Destroyed as soon as typed documents are approved	Document kept as typed version only
Emails	3 months. Complaints, reports relating to planning, highways and enforcement are printed and kept in the relevant file.	Management Archive
General Correspondence & files	1 year. Documents of historical interest or importance should be retained.	Management, Archive
Policies & procedures	Indefinite. Review annually.	Management
Telephone use records	6 years	Limitation Act 1980 (as amended)
Casual Hall booking records - Paper copies	1 year	Management
FINANCE		
Scale of fees and charges relating to hall hire	6 years	VAT
Receipts & payment accounts	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank Statements	Last completed audit year	Audit
Bank Paying in books	Last completed audit	Audit
Cheque book stubs	Last completed audit	Audit
Quotations & tenders	12 years	Limitation Act 1980 (as amended)

Paid invoices	6 years	VAT
VAT records	6 years	VAT
Wages & salary records	6 years	Management
Petty cash book	6 year	Tax, VAT
Members allowances & expense records	6 years	TAX and Limitation Act 1980 (as amended)
Investments	Indefinite	Audit, Management
INSURANCE AND PROPERTY		
Insurance policies	While valid	Management
Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI.2753)
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Play equipment safety inspections	12 years	Limitation Act 1980 (as amended)
PLANNING		
Planning Applications Granted & non-contentious	1 year	Management
Planning Applications Refused & non-contentious	1 Year	Management
Planning Applications Large developments	Retain until the development is finished	Management
Planning Applications Refused/granted & contentious or ongoing	2 years or indefinitely - at the discretion of the planning committee	Management
County and District Local Plans	Retain while in force	Management
Bersted Neighbourhood Development Plan	Retain while in force	Management
PERSONNEL		
Parish Council employee records	Retain while in employment	Management

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Parish Council Contractor records	Retain while employed by the Council	Management
Parish Councillor information	Retain whilst a member of the Council	Management
Recruitment applications for Staff/Contractors	6 months	Management

Agreed by Council on 13 December 2016

Minute Number 16290

Review Date December 2017