

DOCUMENT RETENTION POLICY

The time that documents are retained will depend on what the document is and how much space the Council has for archiving.

Minute books will be kept forever. These are legal documents and must not be destroyed. These will be kept in a fire resistant cabinet. If the need arises the County Council can archive them.

Title deeds, leases, agreements etc. will be kept whilst the Council owns/occupies property/land. These will be held at the Council offices in a fire resistant cabinet.

Salaries details will be kept for 12 years where there is superannuation. Inland Revenue and VAT papers will be kept for 6 years. Annual returns and former statements of accounts will be kept indefinitely. Audit papers will be kept for five years. Insurance documents, Certificates of Employers Liability and Public Liability will be kept as required by law.

Planning documents will be kept for ten years. Controversial plans will be kept for longer periods.

Documents of historical interest will be retained indefinitely.

Documents relating to controversial issues will be retained indefinitely.

For ease of reference retention periods for material, together with the reason for retention, is set out below.

<u>Document</u>	<u>Minimum Retention Period</u>	<u>Reason</u>
<u>For Halls, Centres and Recreation Grounds</u>		
Application to Hire) Lettings Diaries) Copies of bills to hirers) Record of tickets issued)	6 Years	(VAT)
<u>For Allotments</u>		
Register and plans	Indefinite	(Audit Management)
<u>Miscellaneous</u>		
Postage Books	6 Years	(Tax, Statute of Limitations, VAT)
Timesheets	Last Completed Audit	(Audit, Statute of Limitations)
Maps & Rights of Way	Indefinite	(Historic Archives)
Photographs	Indefinite	(Historic Archives)
Pre 1894 Records	Indefinite	(Historic Archives)
Minute Books	Indefinite	Archive
Scale of Fees & Charges	5 years	(Management)
Receipt & Payment Accounts	Indefinite	(Archive)
Receipt Books	6 years	(VAT)
Bank Statements	Last Completed Audit	(Audit)
Bank Paying in Books	Last Completed Audit	(Audit)

Cheque Book Stubs	Last Completed Audit	(Audit)
Quotations & Tenders	12 years/Indefinite	(Statute of Limitations)
Paid Invoices	6 years	(VAT)
Paid Cheques	6 years	(Statute of Limitations)
VAT Records	6 years	(VAT)
Wages Books	12 years	(Superannuation)
Insurance Policies	While Valid	(Management)
Investments	Indefinite	(Audit Management)
Title Deeds, Leases, Agreements		
Contracts	Indefinite	(Audit Management)
Members Allowance	6 years	(Tax, Statute of Limitations)

Personnel Records

Retention Period

Application Forms	Duration of Employment
References obtained from Third Party	1 year
Sickness Records	3 years
Annual Leave Records	2 years
Unpaid Leave/Special Leave Records	2 years
Annual Appraisal/Assessment Records	5 years
Promotion, Transfer, Training & Disciplinary Records	1 year from end of Employment
References given or details retained to enable reference to be provided	5 years from reference or end of employment
Summary or record of service e.g. name position held, dates of employment	10 years from end of employment
Records relating to accident or injury at work	3 years.

8/12/2008/sjk