

Bow Brickhill Parish Council

Retention Policy

Adopted January 2018

The table below gives guidance on the retention of documents for Bow Brickhill Parish Council

<u>Document</u>	<u>Minimum Retention Period</u>	<u>Reason</u>	<u>Where Stored</u>
<u>Minutes and Correspondence</u>			
Signed Minutes of Council Meetings	Indefinite	Legal Requirement	PC Store Cupboard
Agendas	Indefinite	To support minutes	PC Store Cupboard
Correspondence & papers on important local issues & activities	6 Years	For reference	PC Store Cupboard
<u>General</u>			
Quotations and Tenders	2 Years	For reference	PC Store Cupboard
Routine correspondence, papers & emails	2 Years	For reference	PC Store Cupboard
Contracts	6 Years	Should a claim arise	PC Store Cupboard
Press Releases	2 Years	For reference	PC Store Cupboard

Newsletters from other bodies	Retain for as long as useful	For reference	PC Store Cupboard
Planning Applications	1 Year	Kept by Unitary Authority	PC Store Cupboard
Complaints	2 Years	For reference	PC Store Cupboard
<u>Finance</u>			
Annual Report & Accounts	Permanently	As required by CA 1985 s222	PC Store Cupboard
Budgets & Financial Reports	5 Years	As required by CA 1985 s222	PC Store Cupboard
Wage Records & Returns & VAT Records & Returns	Permanently – inspections possible up to 6 years after end of period	As required by CA 1985 s222	PC Store Cupboard
<u>Health & Safety</u>			
Accident Book	25 Years from closure	Should a claim arise	PC Store Cupboard
Health & Safety Routine Checks	10 years	Should a claim arise	PC Store Cupboard
<u>Personnel Records</u>			
Timesheets (these stored & kept with and as Wage Records)	Retain for as long as useful	Retain for as long as useful	With current Wages File

Personnel Records (not payroll information)	Retain for as long as useful	Retain for as long as useful	With current Wages File
Human Resources (application forms/interviewed)	Retain for as long as useful	For reference purposes	With current Wages File
Members Registers of Interest	Destroy after members ceases to be a councillor	Only current records required	Parish Clerk Office
Title Deeds/Leases	Whilst the council owns or occupies the land	Not required after the council is no longer owning or occupying the land	PC Store Cupboard/ With appointed solicitors
<u>Insurance</u> Employers Liability Certificate	21 years	Should a claim arise	PC Store Cupboard
Insurance Claims	7 years after all obligations are concluded	Should a claim arise	PC Store Cupboard