

## **Danbury Parish Council - Records Retention Policy** (As revised in May 2018)

The Minimum Retention Period is based on guidance from the Essex Association of Local Councils and Danbury Parish Council Staff.

<b>Type of Record</b>	<b>Format - Hard</b>	<b>Format - digital</b>	<b>Minimum Retention Period</b>	<b>Reason from EALC</b>	<b>Rec. by PC Staff</b>
Agenda – Council Meetings	√	√	2 years		√
Agenda – Non Council Meetings		√	3 years		√
Agenda – Non Council Meetings	√		1 year		√
Allotment Agreement	√		Indefinite		√
Allotment – Register of Plans	√		Indefinite	Audit, Management	
Asset Register		√	Indefinite		√
Attendance Register	√		1 year		√
Bank Statements, including Deposit and Savings Accounts	√		6 years	Audit	√
Bank Paying in Books	√		6 years	Audit	√
Cheque Book Stubs	√		6 years	Audit	√
Cheques Paid	√		6 years	Statute of Limitation	√
Customer Surveys		√	3 years – results only, do not retain the supporting documentation once the survey has been compiled		√
Customer Surveys	√		1 year – results only, do not retain the supporting documentation once the survey has been compiled		√
Danbury – Welcome Leaflet, back issues	√		20 copies plus a master copy		√
Danbury Times, back issues	√		20 copies plus a master copy		√
Football/Cricket Agreement	√		1 year after end date		√
Gifts Received Register	√	√	Indefinite		
Grant Application by DPC	√		6 years. Keep with audited financial documents		√

Type of Record	Format - Hard	Format - digital	Minimum Retention Period	Reason from EALC	Rec. by PC Staff
Grant Application to DPC	√		6 years. Keep with audited financial documents		√
Investments	√		Indefinite	Audit, Management	
Invoices Paid	√		6 years	VAT	
Insurance Policies - DPC	√		6 years	Management	
Insurance Policies – Tenants, Football Clubs	√		While valid		√
Letters – general correspondence		√	3 years		√
Letters – general correspondence	√		1 year		√
Members Allowance Register	√		6 years	Tax, Statute of Limitations	
Members Attendance Register	√		4 years until Quality Status heard		√
Members Declaration of Acceptance of Office	√		Indefinite		√
Members Declarations of Interest Register		√	Indefinite		
Minutes & Minutes Book – Council Meetings	√	√	Indefinite. Hard copies archived to Records Office	Archive	√
Minutes – Non Council Meetings		√	3 years		√
Minutes – Non Council Meetings	√		1 year		√
Minutes/notes – handwritten. This includes any notes taken by Members.	√		Until the minutes have been agreed		√
Planning Applications		√	All available online via Chelmsford City Council		
Petty Cash	√		6 years	Tax, VAT, Statute of Limitations	
Postage	√		6 years	Tax, VAT, Statute of Limitations	
Quotations and Tenders – successful	√		12 years/indefinite.	Statute of Limitations	
Quotations as Tenders – unsuccessful	√		Life of Tender		√
Quotations - unsuccessful	√		1 year		√
Receipt and Payments Book	√		Indefinite	Archive	

Type of Record	Format - Hard	Format - digital	Minimum Retention Period	Reason from EALC	Rec. by PC Staff
Receipt Books of All Kinds	√		6 years	VAT	
Risk Assessments Play Area	√	√	25 years	Public Liability	√
Scales of Fees and Charges		√	Listed in November Facilities Minutes	Management	
Standing Orders	√		Current		
Timesheets	√		2 years	Audit and Working Time Regulations	
Title Deeds, Leases, Agreements, Contracts	√		Indefinite	Audit, Management	
VAT Records	√		6 years	VAT	
Wages Information	√		12 years	Superannuation	