

Teversham Parish Council is aware that the efficient management of its records is required to comply with its legal and regulatory obligations. Under the Freedom of Information Act 2000 requires the Council to maintain a retention schedule. The policy also ensures that valuable information is not destroyed and that information held is relevant.

This policy applies to all records created, received or maintained by the Parish Council in hard copy or electronic format. The Clerk will be overall responsible for the implementation of the policy and managing the Council's records.

Document	Retention Period	Reason	Location Retained
Administrative			
Minutes	indefinite	Archive	Storage or County
Agendas	5 yrs	Management	Office, storage or county
Committee Minutes	indefinite	Archive	Office, storage or county
Accident Reports	20 yrs	Potential Claims	Office
Councillors' acceptance of office	1 yr	Management	Office
Councillors' declarations of office	4 yrs or until left office	Management	Office
Policy documents	Until there is no longer an administrative requirement	Management	Office
Title Deeds	Indefinitely	Archive	Office, storage or county
Complaints	6 Years after resolution of complaint	Management	Office
Information Requests	6 Years after resolution of complaint	Management	Office
Parish council newsletter	Transfer one copy to records office	Archive	Office
Planning applications	SCDC maintain records	Management	SCDC
Financial			
Receipt and Payment Accounts	Indefinite	Archive	Office, storage or county
Bank Statement including deposit/savings documents	Last completed Audit Year	Audit	Office

Bank paying in books	Last completed Audit Year	Audit	Office
Cheque book stubs	Last completed Audit Year	Audit	Office
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Office
Paid invoices	6 years	VAT	Office, storage
Paid cheques	6 years	Limitation Act 1980 (as amended)	Office, storage
VAT records	6yrs generally but 20 yrs for VAT on rents	VAT	Office, storage
Timesheets	Last competed Audit year 3 years	Audit Personal Injury	Office
Wages/payroll	12 years		Office, storage
Register of Electors	Updated yrly	Management	Electronic pass word protected copy only
Play equipment Inspection reports	21 yrs	Potential Claims	Office, storage
Insurance policies	While valid	Management	Office
Certificates for insurance against liability for employees	40 yrs form date on which insurance commenced of renewed	The Employers' Liability (compulsory Insurance regulations 1998) Management	Office

To be reviewed 2020