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Retention and Disposal of Documents and Records

This policy outlines the minimum time documents held by Wicken Parish Council (WPC) must be retained before disposal in order to comply with the Freedom of Information Act 2000. If the time before disposal is not fixed, WPC will review ongoing retention of those documents when the minimum time has passed.

Purpose

WPC needs a variety of documents to effectively represent the people of Wicken and to meet its statutory responsibilities. This policy will enable WPC to ensure documents are held safely and securely, protect sensitive information, facilitate the destruction of documents no longer required and ensure compliance with the relevant legislation. Following the retention periods below will also prevent concerns that any document was destroyed in anticipation of a problem.

Scope

This policy applies to all records held by WPC, regardless of source and both paper and electronic. It covers the actions of both Councillors and Clerk.

Method

Documents currently held by WPC will be audited against this policy and any documents deemed to be held inappropriately will be destroyed.

The Clerk will be responsible for implementing this policy and WPC will review it annually to monitor its effectiveness.

It will be amended in line with changes in legislation where appropriate.

Document	Minimum Period	Reason
MINUTES		
Approved minutes	Indefinite	Archive
Draft/rough/notes of minutes taken at meetings	Until minutes are approved	Management

FINANCE		
Receipt and Payment Accounts	Indefinite	Archive
Paid invoices	6 years	VAT
VAT records	6 years	VAT
Bank Statements	Last completed audit year	Audit
Paying in books	Last completed audit year	Audit
Cheque stubs	Last completed audit year	Audit
Scales of fees and charges	5 years	Management
Members allowances register	6 years	Tax, Statute of Limitations
PLANNING		
Permissions	6 years	Compliance
Permissions - on appeal	Indefinite	Precedent
Permissions - commercial or development	Indefinite	Future compliance
Refusals	2 years	Appeals
INSURANCE		
Insurance policies	2 years	Management
Certificates of Employers' Liability Insurance	40 years	Limitation period
OTHER		
Quotations and tenders	12 years /indefinite	Statute of Limitations
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Routine correspondence, papers & emails	Retain as long as useful	
Notes from meetings	Until minutes are confirmed	Minutes are signed