



Document Retention and Disposals Policy

Wrose Parish Council has adopted a Document Retention and Disposals Policy to provide information about its process of retaining and disposing of records and documents that it keeps physically or electronically.

This policy applies to all records and documents created, received or maintained by the Parish Council in the course of carrying out its functions. Records and documents are defined as physical or electronic pieces of information that are created, received or maintained by the Parish Council in the course of its duties that provide evidence of its decisions, activities and transactions.

Under the Freedom of Information Act, the Parish Council is required to maintain a retention schedule listing the records which it retains in the course of its business and the process for deleting or destroying records when they are no longer needed. The table below indicates the record type, minimum retention period and reasons for retention. The Parish Council is aware that some of its records have historical value and it seeks to keep these documents indefinitely or, where this might not be possible or advisable, to offer these documents to appropriate bodies.

Retention of documents required for audit of Parish Councils.

Disposal procedures for records and documents.

1. The Parish Clerk will obtain the formal approval of the Parish Council before records of a sensitive or confidential nature are deleted or destroyed.
2. All physical documents that are sensitive, confidential or refer to individuals, and are no longer required for administrative reasons, will be shredded or otherwise destroyed before disposal.

Document	Minimum Retention Period	Reason
Declaration of Acceptance	Member's Term of Office	Legal, Management
Members Register of Interests	Member's Term of Office	Legal, Management
Members allowances register	6 years	Tax, Statute of Limitations
Minute Books	Indefinite	Archive
Planning applications and related papers	Not retained by us. Planning applications and relevant decisions are available on the Bradford Council Website. All Parish Council decisions in relation to application are recorded in the Minutes.	Management
Contracts, and other agreements of a financial nature	6 years	Audit, Management
Quotations and tenders	12 years/indefinite	Statute of Limitations
Important correspondence relating to decisions, transactions and activities	1 year	Management

Document	Minimum Retention Period	Reason
General Information (including invitations, lobbying, promotional material)	No minimum	Management
Routine correspondence and emails	3 months	Management
Complaints	1 year	Management
Scales of fees and charges	5 years	Management
Annual Accounts	Indefinite	Archive
Annual Returns	Indefinite	Archive
Receipt and payment account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit

Document	Minimum Retention Period	Reason
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Paid invoices	6 years	VAT
VAT Records	6 years	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Statute of Limitations
Timesheets	Last completed audit year	Audit
Salary Records	12 years	Superannuation
Income Tax & NI records	3 years	Audit
Insurance policies	While Valid	Management
Certificates for Insurance against liability for employees	While Valid	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management
Investments	Indefinite	Audit, Management
Assets Register	Indefinite	Audit, Legal
Title deeds, leases,	Indefinite	Audit, Management

Document	Minimum Retention Period	Reason
agreements, contracts		
For Allotments		
- register and plans	Indefinite	Audit, Management
For Burial Grounds		
<ul style="list-style-type: none"> - register of fees collected - register of burials - register of purchased graves - register/plan of grave spaces - register of memorials - applications for interment - applications for right to erect memorials - disposal certificates - copy certificates of grant of 	Indefinite	Archives, The Local Authorities' Cemeteries Order 1977 (SI. 204)

Document	Minimum Retention Period	Reason
exclusive right of burial		
For Halls, Centre, Recreation Grounds		
- application to hire - lettings diaries - copies of bills to hires - record of tickets issued	6 years	VAT
Virtual Meetings using Zoom software		
Parish Council Meetings - FPC	7 years	Archives
Parish Council Committee Meetings	7 years	Archives

Retention of documents for legal purposes

Most legal proceedings are governed by the 'Limitation Acts'.

Category	Limitation Period
Breach of Trust	None
Contract	6 years
Defamation	1 year
Leases	12 years
Negligence (and other 'Torts')	6 years
Personal Injury	3 years
Rent	6 years
Sums recoverable by statute	6 years
To Recover Land	12 years

This policy was adopted by Wrose Parish Council in July 2021 taken from Heath and Reach Parish Council

Last reviewed – 8 September 2022

Next review date – September 2023