



CHIGWELL PARISH COUNCIL DOCUMENT RETENTION POLICY

Adopted at the Parish Council Meeting of 28th July 2022. Review Date: May 2023

Prime objectives

Chigwell Parish Council (CPC) recognises that the efficient management of its records is necessary to comply with legal and regulatory obligations and to allow for its effective management. This policy has been created to detail how the records maintained by the parish council are kept and when they should be destroyed.

Scope of the policy

This policy applies to all records, in all formats that are created, received or maintained by the parish council. A small percentage of the parish council's records will be selected for permanent preservation as part of the council's archives and for historical research.

Responsibilities

CPC have a corporate responsibility to maintain its records in line with regulatory requirements. The person with overall responsibility for this maintenance is the Parish Clerk with assistance from other members of staff.

Relationship with existing policies This policy should be read in conjunction with the parish council's

- Freedom of Information policy
- General data protection regulation policies (GDPR May 2018)

Retention schedule

Under the Freedom of Information Act 2000, the parish council is required to maintain a retention schedule which lays down the length of time certain record sets need to be retained. CPC have adopted a policy in line with the National Association of Local Council's legal topic note LTN40 (Local Councils' documents and records).

Document	Minimum retention period	Reason
Minute books	Indefinite	Archive / historical record
Asset register	Indefinite	Management
Scales of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements including deposit / savings accounts	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
VAT records	6 years	VAT
Petty cash books	6 years	Limitation Act 1980
Insurance policies	While valid	Management
Certificated for Insurance against liability for employees	40 years from the date on which the insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753), Management
Management Investments	Indefinite Audit	Management



CHIGWELL PARISH COUNCIL

Title deeds, leases, agreements, contracts	Indefinite Audit	Management
Members allowances register	6 years	Tax, Limitation Act 1980
Halls and recreational grounds <ul style="list-style-type: none"> • hiring forms • lettings diaries • copies of invoices to hirers • records of tickets issued 	6 years	VAT
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 • application for the right to erect memorials • disposal certificates • copy certificates of grant of exclusive right of burial 	Indefinite Archives	Local Authorities Cemeteries Order 1977 (SI 204)
Planning applications	If permission granted, until development completed If permission refused, until appeal period has expired Appeal decisions should be retained indefinitely (may set a precedent for further applications)	Management
Local Plans and similar documents	Until they are no longer in force Management External magazines, journals and the like 1 year or for as long as they are useful	Management
External magazines, journals and the like	1 year or for as long as they are useful	Management
Parish Newsletter	Indefinite with a copy sent to the British Library Archive / historical record	The Legal Deposit Libraries Act 2003
Routine correspondence and emails	6 months after relevant issue is completed	Management
Parish Councillors <ul style="list-style-type: none"> • applications for co-option • declarations of acceptance of office • members register of interest 	Term of office + 1 year	Management
Employees records	Management Employment period + 6 years	Management