



## Document Retention Policy

Version Number	Date	Author	Notes
1.0	May 2022	M Harper	Approved by Resources Committee
2	16 May 2024	M Harper	For review and approval at the Resources Committee meeting 28 May 2024 for recommendation to Parish Council meeting to be held on 29 May 2024
2.1	29 May 2024	M Harper	Adopted by Parish Council at its meeting on 29 May 2024 – minute ref 24/25.14.7.3

## **Danbury Parish Council - Records Retention Policy**

The Minimum Retention Period is based on guidance available from NALC Legal Topic Note 40 and the SLCC .

<b>Type of Record</b>	<b>Format - Hard</b>	<b>Format - digital</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	
Agenda and Supporting Papers – Council Meetings		√	3 years – held in system		
Agenda – Non Council Meetings		√	3 years – held in system		
Allotment Agreement	√		Indefinite – held in Fire Proof Safe		
Allotment – Register of Plans	√		Indefinite – held in Fire Proof Safe	Audit	
Asset Register		√	Indefinite – held in system		
Attendance Register	√		Indefinite – held on records of minutes		
Bank Statements, including Deposit and Savings Accounts	√		Indefinite – scanned and held on system	Audit	
Bank Paying in Books	√		6 years – held in Fire Proof safe	Audit	
Cheque Book Stubs	√		6 years – held in Fire Proof safe	Audit	
Customer Surveys		√	3 years – results only, do not retain the supporting documentation once the survey has been compiled		
Customer Surveys	√		Shred once results uploaded to system– results only, do not retain the supporting documentation once the survey has been compiled		
Danbury Times, back issues	√	√	Indefinite -Uploaded to website plus a master copy (plus copy sent to British Library)		
Football/Cricket Agreement		√	1 year - Scanned and uploaded to system and removed 1 year after end date		
Gifts Received Register		√	Indefinite - Scanned and uploaded to system		

Type of Record	Format - Hard	Format - digital	Minimum Retention Period	Reason	
Grant Application by DPC		√	6 years - Scanned and uploaded to system		
Grant Application to DPC		√	6 years - Scanned and uploaded to system		
Investments	√		Indefinite	Audit, Management	
Invoices Paid		√	7 years - Scanned and uploaded to system	VAT	
Insurance - Employers Liability Certificate- DPC		√	Indefinite - Scanned and uploaded to system	Management	
Insurance Policies – Tenants, Football Clubs		√	While valid - Scanned and uploaded to system		
Letters and emails – general correspondence		√	3 years - Scanned and uploaded to system		
Members Allowance Register	√		6 years – keep in Fire Proof safe (DPC do not currently have Members Allowance)	Tax, Statute of Limitations	
Members Declaration of Acceptance of Office	√		Indefinite – keep in Fire Proof safe		
Members Declarations of Interest Register		√	While in office - Scanned –and sent to Chelmsford City Council for uploading onto their website		
Minutes & Minutes Book – Council Meetings	√	√	Indefinite. Hard copies archived to Records Office	Archive	
Minutes – Non Council Meetings		√	Indefinite - Scanned and uploaded to system		
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 –held in Fire Proof safe	Tax, VAT, Statute of Limitations	

Type of Record	Format - Hard	Format - digital	Minimum Retention Period	Reason	
Postage	√		6 years – held in Fire Proof safe	Tax, VAT, Statute of Limitations	
Tenders – successful	√		12 years/indefinite - held in Fire Proof safe	Statute of Limitations	
Tenders – unsuccessful	√		Life of Tender – held in Fire Proof safe		
Quotations - unsuccessful		√	Indefinite – if scanned and uploaded to relevant committee folder or 3 years if held in email format or following decision on successful contractor		
Quotations – successful		√	Indefinite Scanned and uploaded financial software		
Receipt and Payments Book	√		Indefinite – held in Fire Proof safe	Archive	
Receipt Books of All Kinds	√		6 years – held in Fire Proof safe or Indefinite if scanned and uploaded to financial software	VAT	
Risk Assessments/Inspections - Play Area		√	Indefinite - Scanned and uploaded to system -or 25 years plus held as part of Asset Register	Public Liability	
Scales of Fees and Charges		√	Indefinite - Listed in November Facilities Minutes as part of budget setting	Management	
Standing Orders			While valid - Current set held on system		
Timesheets	√		7 years	Audit and Working Time Regulations	
Title Deeds, Leases, Agreements, Contracts	√	√	Indefinite – Scanned and uploaded to system and held in Fire Proof safe. Stored with solicitor where appropriate	Audit, Management	
VAT Records	√	√	Indefinite - Scanned and uploaded to system or 6 years for hard copies	VAT	
Wages Information	√	√	Indefinite – Scanned and uploaded to system or 12 years for hard copies	Superannuation	

