

Great Moulton Parish Council Retention of Documents

Administrative			
Signed Council & Committee Minutes	To be kept in perpetuity - can be transferred to County Archives	Preserve	Common Practice
Draft Minutes	Until the date of confirmation	Destroy	Operational
Agendas	Until there is no longer an administrative requirement	Destroy	Operational
Reports and other documents circulated with agendas	Until there is no longer an administrative requirement. Destroy these reports if copies are already included with the signed Minutes	Review	Common Practice
Councillors' declarations of interest	4 years or until they vacate office	Destroy	Operational
Register of Electors	Until there is no longer an administrative requirement	Destroy	Copies already in existence
Byelaws and orders	To be kept in perpetuity - can be transferred to County Archives	Preserve	Common Practice
Policy documents	Until there is no longer an administrative requirement	Review	Operational

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Title deeds more than 100 years old	To be kept in perpetuity - can be transferred to County Archives	Preserve	Common Practice
Title deeds less than 100 years old	To be kept in perpetuity - can be transferred to County Archives	Preserve	Common Practice
Property registers and terriers	To be kept in perpetuity - can be transferred to County Archives	Preserve	Common Practice
Maps, plans and surveys of property owned by the Council	To be kept in perpetuity - can be transferred to County Archives	Preserve	Common Practice
Correspondence and papers on important local issues or activities	Until there is no longer an administrative requirement	Review	Operational
Village/Parish appraisals, plans, millennium projects and supporting papers	Until there is no longer an administrative requirement	Review	Operational
Planning applications and related papers for major controversial projects	Until there is no longer an administrative requirement	Review with view to destroy	Operational
Planning applications for minor works where permission is refused	6 years	Destroy	Limitation Act 1980

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Leases, agreements, contracts and wayleaves	Until there is no longer an administrative requirement	Review	Operational
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Quotations and tenders (successful)	12 years	Destroy	Limitation Act 1980
Quotations and tenders (unsuccessful)	2 years	Destroy	Operational
Routine correspondence and papers	Until there is no longer an administrative requirement	Review with view to destroy	Operational
Scale of charges and fees	G	Destroy	Operational
Employers' liability insurance policies	40 years after expiry date	Destroy	Employers' Liability Act 1969 & Employers' Liability Regulations 1998
Risk assessments	Once superseded by a new risk assessment or once inactive	Destroy	Operational
Personnel files	6 years plus 6 years for summary	Destroy	Risk of

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	non-management staff 12 years after termination of service	Destroy	investigation regarding any future litigation
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Personnel files - annual leave	2 years	Destroy	Operational
Recruitment data Successful Unsuccessful	9 months after recruitment finalised 1 year after recruitment finalised plus current year	Destroy	Sex Discrimination Acts 1975 and 1986, Race Relations Act 1976 Disability Discrimination Act 1995 Employment Equality (Sexual Orientation) Regulations, Employment Equality (Religion or Belief) Regulations
Financial			
Receipt and payment books	To be kept in perpetuity - can be transferred to County Archives	Preserve	Common practice
Annual audited accounts	6 years	Destroy, but	Common practice

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		preserve if receipt and payment books have not survived	
Accounts and statements	6 years	Destroy	Common practice

Cash & petty cash books	6 years	Destroy	Common practice
Bank statements, including deposit and savings accounts	6 years	Destroy	Common practice
Bank paying-in books	Last completed audit year	Destroy	Common practice
Cheque book stubs	Last completed audit year	Destroy	Common practice
Paid invoices	6 years	Destroy	Common practice
VAT records	6 years	Destroy	VAT Act 1994
VAT claims	6 years	Destroy	VAT Act 1994

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Miscellaneous			
Papers concerning Rights of Way	Until there is no longer an administrative requirement	Destroy	Operational
Community magazines or newsletters	Until there is no longer an administrative requirement	Destroy	Operational

Accident Book	21 years from last entry	Preserve	To allow for any claims for negligence where a child up to the age of 21 was involved
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