

## **Sproston Parish Council Retention and Disposal of Documents Policy**

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions.

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

| <b>Document</b>             | <b>Minimum Retention</b> | <b>Reason</b>            |
|-----------------------------|--------------------------|--------------------------|
| Minutes                     | Indefinite               | Archive                  |
| Annual Accounts             | Indefinite               | Archive                  |
| Archive Annual Return       | Indefinite               | Archive                  |
| Archive Bank Statement      | 7 years                  | Audit / management       |
| Cheque Book Stubs           | Last completed audit     | Management               |
| Paying In Books             | Last completed audit     | Management               |
| Management Quotations       | 7 years                  | Audit / VAT records      |
| Audit / VAT records         | 7 years                  | Audit / VAT records      |
| Salary records              | 7 years                  | Audit Tax and NI records |
| Insurance Policies          | Whilst Valid             | Audit                    |
| Cert of Employers Liability | 40 years                 | Audit / legal policies   |
| Cert of Public Liability    | 40 years                 | Audit / legal policies   |
| Deeds and Leases            | Indefinite               | Audit                    |

|                                      |                          |                    |
|--------------------------------------|--------------------------|--------------------|
| Management copies of bills to hirers | 7 years                  | Management / Audit |
| Declaration of Acceptance            | Term of office + 4 years | Management         |
| Members Register of Interests        | Term of office + 4 years | Management         |
| Complaints                           | 2 years                  | Management         |
| General Information                  | 3 months                 | Management         |
| Routine Correspondence + email       | 6 months                 | Management         |

Disposal procedures: all documents that are no longer required for administrative reasons should be shredded and disposed of.