HULLBRIDGE Parish Council - Records Retention Policy

Adopted 9th March 2015 Reviewed 13th March 2017

The Minimum Retention Period is based on guidance from the National and Essex Association of Local Councils and Hullbridge Parish Council Staff.

Type of Record Fo	ormat- Hard	Format- digital	Minimum Retention Period	Reason
Agenda – Council Meetings		\checkmark	2 years	\checkmark
Agenda – Non Council Meetings	5		1 year	
Allotment Agreement	\checkmark		Indefinite	
Allotment – Register of Plans	\checkmark		Indefinite	Audit
Asset Register			Indefinite	
Attendance Register	\checkmark		4 years (Councillor Term of Office)	
All Bank Statements & Savings	\checkmark		6 years	Audit
Bank Paying in Books	\checkmark		6 years	Audit
Cheque Book Stubs	\checkmark		Last completed Audit Year	Audit
Cheques Paid	\checkmark		6 years	Limitation Act 1980
Customer Surveys			4 years – results only	
Ripples (back issues)	\checkmark		1 copy	
Gifts Received Register	\checkmark		Indefinite	
Grant Application by HPC	\checkmark		6 years- Keep with audited financial docs	
Investments	\checkmark		Indefinite	Audit
Invoices Paid			6 years	VAT
Certificate of Insurance			years	Audit
Letters – general correspondence	e		1 / 3 years	
Members Allowance Register			6 years	Limitation Act 1980
Members Attendance Register	\checkmark		4 years (Councillor Term of Office	
Members Acceptance of Office	\checkmark		Indefinite	
Members Decl. of Interest Regis	ter √		Indefinite	
Full Council Meeting Minutes	\checkmark		Indefinite. Archived – Records Office	
Committee Minutes	\checkmark	\checkmark	Indefinite. Archived – Records Office	\checkmark

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Type of Record	Format- Hard	Format- digital	Minimum Retention Period	Reason
Minutes/notes – handwritte	\checkmark			
Planning Applications		-	5 years	
Petty Cash			6 years	Limitation Act 1980
Postage			6 years	Limitation Act 1980
Quotations and Tenders – s	successful √		12 years/indefinite	Limitation Act 1980
Quotations as Tenders – ur	isuccessful √		Life of Tender	
Receipt and Payments Acc	ounts $$		Indefinite	Archive
Receipt Books of All Kind	s √		6 years	VAT
Risk Assessments Play Are	ea √		25 years Public Liability	

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4 year

5 years

indefinite

indefinite

6 years

12 years

Keep until updated by NALC

1 year- filled each Audit

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NALC

NALC

Audit

Audit

VAT

Superannuation

Minutes – Non Council Meetings

Scales of Fees and Charges

Leases, Agreements, Contracts

Standing Orders

Timesheets

Title Deeds,

VAT Records

Wages Books

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