

## HULLBRIDGE Parish Council - Records Retention Policy

Adopted 9<sup>th</sup> March 2015

Reviewed 13<sup>th</sup> 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                     | Format- Hard | Format- digital | Minimum Retention Period                  | Reason              |
|------------------------------------|--------------|-----------------|---|---------------------|
| Agenda – Council Meetings          |              | √               | 2 years                                   | √                   |
| Agenda – Non Council Meetings      |              | √               | 1 year                                    | √                   |
| Allotment Agreement                | √            |                 | Indefinite                                | √                   |
| Allotment – Register of Plans      | √            |                 | Indefinite                                | Audit               |
| Asset Register                     |              | √               | Indefinite                                | √                   |
| Attendance Register                | √            |                 | 4 years (Councillor Term of Office)       | √                   |
| All Bank Statements & Savings      | √            |                 | 6 years                                   | Audit               |
| Bank Paying in Books               | √            |                 | 6 years                                   | Audit               |
| Cheque Book Stubs                  | √            |                 | Last completed Audit Year                 | Audit               |
| Cheques Paid                       | √            |                 | 6 years                                   | Limitation Act 1980 |
| Customer Surveys                   |              | √               | 4 years – results only                    | √                   |
| Ripples (back issues)              | √            |                 | 1 copy                                    | √                   |
| Gifts Received Register            | √            | √               | Indefinite                                |                     |
| Grant Application by HPC           | √            |                 | 6 years- Keep with audited financial docs | √                   |
| Investments                        | √            |                 | Indefinite                                | Audit               |
| Invoices Paid                      | √            |                 | 6 years                                   | VAT                 |
| Certificate of Insurance           | √            |                 | years                                     | Audit               |
| Letters – general correspondence   | √            | √               | 1 / 3 years                               | √                   |
| Members Allowance Register         | √            |                 | 6 years                                   | Limitation Act 1980 |
| Members Attendance Register        | √            |                 | 4 years (Councillor Term of Office)       | √                   |
| Members Acceptance of Office       | √            |                 | Indefinite                                | √                   |
| Members Decl. of Interest Register | √            |                 | Indefinite                                | √                   |
| Full Council Meeting Minutes       | √            | √               | Indefinite. Archived – Records Office     | √                   |
| Committee Minutes                  | √            | √               | Indefinite. Archived – Records Office     | √                   |

