

Arnside Parish Council – Document Retention Policy

Introduction

There is a clear need to retain documentation for audit purposes, staff management, tax liabilities, and the eventuality of legal disputes and legal. Subject to the aforementioned reasons for retaining documents, and as a basic starting point, papers and records may be destroyed if they are no longer of use or relevant.

All material will be reviewed every 3 years and a decision made as to whether or not it is worth keeping.

The Council will take into account the Data Protection Act and any other relevant legislation when applying this policy

Information	Time kept	Location
Planning Applications – non APC property	Kept until 6 months after planning decision made	Available from SLDC
Planning Applications –APC property	Kept permanently	Office or County Archives
Minutes	Kept permanently	Office or County Archives
Handwritten notes from meetings	Destroyed once actions completed and minutes confirmed	N/A
Parish Council deeds, leases, Land registry and other legal documents referring to Council property	Kept permanently	Office or County Archives
Inland Revenue and VAT documents	10 years	Office
Annual returns and statements of accounts	Kept permanently	Office or County Archives
Other Audit papers	5 years	Office
Certificates of Employers Liability	40 years	Office
Public Liability Insurance policies and receipts for premiums (and certificates if issued)	21 years	Office
Contracts and related receipts,	7 years after the end of the contract	Office
Material of historical interest	Kept or donated to a local organisation	Office
Cemetery registers and documents	Kept permanently	Office or County Archives
Correspondence relating to Council Property	Kept indefinitely	Office or County Archives
Newsletters, magazines and journals	Kept as long as information is relevant	Office
Allotment registers	Kept permanently	Office or County Archives
Counterfoil books; order books; agenda books; postage books; pay cards and time sheets; tenders for goods etc	12 months following audit	Office