

Sawston Parish Council



Retention of Documents Policy

Sawston Parish Council is aware that the efficient management of its records is required to comply with its legal and regulatory obligations. Under the Freedom of Information Act 2000 requires the Council to maintain a retention schedule. The policy also ensures that valuable information is not destroyed and that information held is relevant.

This policy applies to all records created, received or maintained by the Parish Council in hard copy or electronic format. The Clerk will be overall responsible for the implementation of the policy and managing the Council's records.

Document	Retention Period	Reason	Location Retained
Administrative			
Minutes	Indefinite	Archive	Storage or County
Agendas	5 years	Management	Office, storage then shred
Committee Minutes	Indefinite	Archive	Office, storage then shred
Accident Reports	20 years	Potential Claims	Office
Councillors' acceptance of office	1 year	Management	Office
Councillors' declarations of office	4 years or until left office	Management	Office
Policy documents	Until there is no longer an administrative requirement	Management	Office
Title Deeds	Indefinitely	Archive	Office, storage or county
Complaints	6 Years after resolution of complaint	Management	Office
Information Requests	6 Years after resolution of complaint	Management	Office
Planning applications	1 Year	Management	Shred
Financial			
Receipt and Payment Accounts	Indefinite	Archive	Office, storage or county

Bank Statement including deposit/savings documents	Last completed Audit Year	Audit	Office then shred/confidential waste
Bank paying in books	Last completed Audit Year	Audit	Office then shred/confidential waste
Cheque book stubs	Last completed Audit Year	Audit	Office then shred/confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Office then shred/confidential waste
Paid invoices	6 years	VAT	Office then shred/confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Office then shred/confidential waste
VAT records	6yrs generally but 20 yrs for VAT on rents	VAT	Office then shred/confidential waste
Timesheets	Last 3 completed Audit years	Audit Personal Injury	Office then shred/confidential waste
Wages/payroll	12 years	Superannuation	Office then shred/confidential waste
Register of Electors	Updated yearly	Management	Electronic pass word protected copy only
Play equipment Inspection reports	21 yrs	Potential Claims	Office, storage
Insurance policies	While valid	Management	Office then shred/confidential waste
Certificates for insurance against liability for employees	40 yrs form date on which insurance commenced or renewed	The Employers' Liability (compulsory Insurance regulations 1998) Management	Office then shred/confidential waste

Adopted: