

## Haddenham Parish Council

### Management of Records Policy

Key: P = Preserve permanently    R = Review    D = Destroy

Record	Action	Minimum Retention Period	Reason
<b>Administration</b>			
Signed Minutes of the Council, Committee and Sub-Committee meetings	P	Indefinite	Archives
Reports and other documents circulated with agendas not attached to signed minutes	P	Indefinite	Archives
Agendas	P	Indefinite	Archives
Draft Minutes	D	Destroy when Minutes approved	
Reports and other papers circulated with Agenda	R	5 years	
Procedural Standing Orders and Terms of Reference	P	Indefinite	Archives
Councillors Declarations of Office	P	Indefinite	Archives
Nomination forms for Parish Council elections	R	Indefinite	Maintained by District Council
Byelaws, Orders and Policies	P	Indefinite	Audit, Management
Title Deeds	P	Indefinite	Audit, Management
Property registers, including register and plans for allotments	P	Indefinite	Audit Management
Maps, plans and surveys of property owned by the Parish Council	P	Indefinite	Archives
Correspondence and papers on important local issues or activities	P	Indefinite	Archives
Leases, Agreements, Contracts and Wayleaves	P	Indefinite	Archives
Quotations and tenders for major works	R	12 years/Indefinite	Statute of limitation
Quotations and tenders for minor works	D	12 years	Statute of limitation
Unsuccessful tenders	D	3 years	Challenge

Routine correspondence, papers and emails	D	Retain as long as useful	
Personnel records	D	3 months	Limitation period
Scale of fees and charges	D	5 years	Management
Insurance Policies	P	Indefinite	Challenge
<b>Finance</b>			
Income & Expenditure Records	P	Indefinite	Archives
Investments	P	Indefinite	Audit, Management
Financial Returns to External Auditor (if general accounts do not survive)	D/P	7 years	Audit
Internal Auditor Reports	D/P	7 years	Audit
Receipt books of all kinds	D	7 years	VAT
Postage records	D	7 years	TAX, VAT, Limitation period
Bank Statements including deposit/savings accounts	D	7 years	Audit
Bank Paying-in books and cheque book stubs	D	7 years	Audit
Paid invoices	D	7 years	VAT
Paid cheques	D	7 years	Limitation period
VAT Records	D	7 years	VAT
Salaries Records	D	12 years	Limitation period
Precept information	D	Retain as long as of value	
Financial Regulations	P	Indefinite	Archives
Records relating to parish halls, centres and recreation grounds; applications to hire, lettings diaries, copies of bills to hirers other relevant records	D	7 years	Maintained by Management Committees
<b>Property</b>			
Asset Register	P	Continuously updated	
Legal papers relating to acquisition or sale	P	Indefinite	Archives

Correspondence relating to maintenance/improvements	R	7 years	
Correspondence relating to rents	R	12 years or dependant upon terms of lease	
Plans, surveys, installation manuals, certificates of approval	P	Indefinite	Retained by Management Committees
<b>Miscellaneous</b>			
Maps created under provision of the Rights of Way Act 1992	P	Indefinite	Archives
Monthly, Annual and Planning Reports	D	5 years	
Photographs	P	Indefinite	Archives
Records dating from before 1894 now held by the Council	P	Indefinite	Historical
Records of other bodies such as charities, local organisations and committees	P	7 years	
All burial ground records (registers, plans, applications for interment and memorials, copy certificates of grant of exclusive rights, certificates for burial or cremation and certificates of cremation)	P	Indefinite	Archives
Reports, guides, handbooks, etc., received by the Council from other bodies	R/D	Retain as long as useful	
Planning applications and related papers	R	5 years	
Inspection reports and risk assessments	P	Indefinite	Audit /Archives

**Reviewed and readopted 16<sup>th</sup> July 2018**

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