



BRAMPTON PARISH COUNCIL

DOCUMENT RETENTION POLICY

The time that documents are retained will depend on what the document is and how much space the Council has for archiving.

Minute books will be kept forever. These are legal documents and must not be destroyed. If the need arises the County Council can archive them.

Title deeds, leases, agreements etc. will be kept whilst the Council owns/occupies property/land. These will be held at the Council offices and/or with the Council's solicitor.

Documents of historical interest will be retained indefinitely.

Documents relating to controversial issues will be retained indefinitely.

For ease of reference retention periods for material, together with the reason for retention, is set out below.

<u>DOCUMENT</u>	<u>MINIMUM RETENTION PERIOD</u>	<u>REASON</u>
<u>MINUTES</u>		
Approved minutes	Indefinite	Archive
Draft/rough/notes of minutes taken at meetings	Until minutes are approved	Management
<u>For Halls, Parks and Recreation Grounds</u>		
Application to Hire)	6 Years	(VAT)
Lettings Diaries)		
Copies of bills to hirers)		
<u>Miscellaneous</u>		
Routine correspondence, papers and emails	6 months or as long as useful	(Management)
Postage Books	6 Years	(Tax, Statute of Limitations, VAT)
Timesheets	Last Completed Audit	(Audit, Statute of Limitations)
Maps & Rights of Way	Last Completed Audit	(Audit, Statute of Limitations)
Photographs	Indefinite	(Historic Archives)
Scale of Fees & Charges	5 years	(Management)
Receipt & Payment Accounts	Indefinite	(Archive)
Receipt Books	6 years	(VAT)
Bank Statements	6 years	(VAT)
Bank Paying in Books	6 years	(VAT)
Cheque Book Stubs	6 years	(VAT)
Quotations & Tenders	12 years/Indefinite	(Statute of Limitations)
Paid Invoices	6 years	(VAT)
Paid Cheques	6 years	(VAT)
VAT Records	6 years	(VAT)
Wages Books	12 years	(Superannuation)
Insurance Policies	2 years	(Management)
Certificate of Employers' liability insurance	40 years	(Limitation period)
Investments	Indefinite	(Audit Management)
Title Deeds, Leases, Agreements	Indefinite	(Audit Management)
Asset Register	Indefinite	(Audit Management)
Contracts	Indefinite	(Audit Management)
Members Allowance	6 years	(Tax, Statute of Limitations)

<u>DOCUMENT</u>	<u>MINIMUM RETENTION PERIOD</u>	<u>REASON</u>
<u>Personnel Records</u>		
Application Forms	Duration of Employment	(Management)
References obtained from Third Party	1 year	(Management)
Sickness Records	3 years	(Management)
Annual Leave Records	2 years	(Management)
Unpaid Leave/Special Leave Records	2 years	(Management)
Annual Appraisal/Assessment Records	5 years	(Management)
Promotion, Transfer, 'Training & Disciplinary Records	1 year from end of Employment	(Management)
References given or details retained to enable reference to be provided	5 years from reference or end of employment	(Management)
Summary or record of service e.g. name position held, dates of employment	10 years from end of employment	(Management)

All planning applications and relevant decision notices are available from Cumberland Council. There is therefore no requirement to retain duplicates locally. As agreed under minute 149/17 - planning applications can be destroyed once decisions on them have been taken and the development completed.

All Parish Council recommendations in connection with these applications are recorded in the Council minutes and are retained indefinitely. Correspondence received in connection with applications will be retained as stated above.

DISPOSAL PROCEDURES

All documents that are no longer required for administrative reasons should be burned or cross-shredded (where possible) and disposed of.

This policy was adopted on 28th February 2012

Reviewed on:

- 17th October 2017 (planning records)
- 15th May 2018 (all records)
- 29th May 2018 (all records)
- 28th May 2019 (all records)
- 18th May 2021 (all records)
- 26th May 2022 (all records)
- 25th May 2023 (all records)
- 14th May 2024 (all records)