

# ECTON PARISH COUNCIL

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 Clerk: Mrs Shirley Wong

## ARCHIVE AND RETENTION POLICY

### RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF PARISH COUNCILS

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Minutes of the Council and its Committees **	Indefinite	Archive
Annual Reports and other Council Publications	Indefinite	Archive
Audit	Indefinite	Archive
Budget/Precept	Indefinite	Archive
Scales of fees and charges	5 years	Management
Receipt and Payment Account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	12 years/indefinite	Statute of Limitations
Paid invoices	6 years	VAT
Paid cheques	6 years	Statute of Limitations
VAT records	6 years	VAT
Petty cash, postage etc	6 years	Tax, VAT, Statute of Limitations
Timesheets (if appropriate)	Last completed audit year	Audit
Wages Books	12 years	Superannuation
NI/Tax	3 years from end of year to which the record relates	Management
Insurance Policies	While valid	Management
Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Statute of Limitations
Councillors' Interests	Duration of service	Management
Personal files of employees or ex employees	Indefinite	Management

\*\* ( Informal records of the Council in connection with the preparation of the Minutes of the Committees and Council to be destroyed following completion of the relevant Minutes)

**Journals - 2 years**

**Information from other bodies** - eg circulars etc from County Associations, NALC. Information should be retained as long as it is useful and relevant.

### **Planning**

Statutory documents/Structure Plans/Consultations on such documents to be retained for the duration of the document.

Details of all planning applications are retained on the Council's computer system together with decision notices and details of appeals - paper copies of planning applications will only be kept for a 2 year period.

**General Correspondence** - general issues to be kept for a minimum of 2 years

If related to audit matters, correspondence should be kept for the appropriate period specified in the schedule.

Once the minimum retention period has passed, records should be destroyed in a rolling programme.

### **Anonymous communications**

Any communication received anonymously will be reported to the Council and action taken if appropriate.

Any anonymous letter or email received will then be destroyed.