New Bradwell Parish Council

Retention and Disposal Policy

The table below gives guidance on the retention of documents. Sections 1 & 2 are based on recommendations from the National Audit Office. Section 3 is specific to New Bradwell Parish Council.

To support our records management requirements and Freedom of Information we have expanded our records retention and disposal schedule. The schedule applies to both paper and electronic documents. Any documents with sensitive or personal information will be disposed of securely. If you have any queries, please contact the Parish Clerk on 01908-313602

Document	Minimum retention period	Reason for retention
Section 1 – Recommendations from the National Audit Office		
Audit Records	6 years	Audit
Bank paying-in books	6 years	Audit
Bank statements, including deposit/savings accounts	6 years	Audit
Cheque book stubs	6 years	Audit
Contractual records;		Limitation Act 1980/NAO
Draft specification	Destroy when specification agreed	NAO
Agreed specification	6 years from end of contract	NAO
Evaluation criteria	6 years from end of contract	NAO
Invitation to tender	6 years from end of contract	NAO
Unsuccessful tender documents	1 year after date of meeting decision made at	NAO
Successful tender document	6 years from award of contract	NAO
Signed contract	6 years from end of contract	NAO
Contract operation and monitoring	2 years from end of contract	NAO
Reports from contractors	2 years from end of contract	NAO
Schedules of works	2 years from end of contract	NAO
Bills of quantity	16 years	NAO
Records of complaints	6 years from end of contract	NAO
Payment e.g. dispute over payments and final accounts	6 years from end of contract	NAO
Changes to requirements	6 years from end of contract	NAO
Declaration of Acceptance of Office	Indefinite, *archive locally held records after 5 years	Archive
Employers Liability Insurance Certificate	Forty Years	Legal requirement
Freedom of Information &		

GDPR		
Document's on Parish Council's FOI/GDPR policy	Indefinite	Audit/Management
FOI/GDPR Requests: Individual transaction records and consideration of possible exemptions, not subject to an appeal. Information retained should include; record of correspondence; who handled the request; how the request was researched; how the request was resolved; was the information released or withheld	6 years	NAO (ICO no prescribed length of time)
Documents on the Council's FOI and GDPR policies	Indefinite	Management
Procedures for handling FOI Requests	Destroy when superseded	NAO
Records of complaints and appeals:	6 years	NAO (ICO no prescribed length of time)
Insurance policies	Indefinite	Management
Investments	Indefinite	Audit/management
Minute books	Indefinite, archive locally held records after 5 years	Archive/public inspection,
Paid invoices	6 years	VAT
Parish Historic Documents	Indefinite, Archive locally held records after 5 years	Management
Petty cash/postage books	6 years	Tax, VAT, Limitation Act
Project Records:		
Project Proposals	- Approved - Rejected	10 years after completion of project 5 years after completion of project
Project Initiation Documents including business cases	10 years after completion of project then check with Archives if they would like to retain, if not dispose	NAO
Feasibility studies		NAO
Reports	10 years after issue	NAO
Draft reports and working papers	2 years after date of last paper	NAO
correspondence	5 years after date of last meeting. Note: Records relating to major projects may be kept for 25 years	NAO
Maps, Plans & Drawings	10 years after completion of project	NAO
Receipt books of all kinds	6 years	VAT
Receipt/payment accounts	6 Years	Archive
Register/file of members' allowances	6 years	Income Tax, Limitation Act
Scales of fees/charges	5 years	Management
Staff employment records	Until age 100	NAO
Timesheets	Last completed audit year	Audit

Title deeds, leases, agreements,	Indefinite electronic & paper copy	Audit/management
VAT records	6 years	VAT
Salary records	6 years – *Employee pay histories NB the last 3 years records must be kept for leavers, in either the personnel or finance records system for the calculation of pension entitlement*	Superannuation
Section 2 - Recommendations specific to New Bradwell Parish Council		
Correspondence received by the Parish Council	Twelve Months	Reference
Allotments: Personal Information pertaining to allotment holders	Retain whilst still a tenant, then dispose	Management (GDPR)
Invoices relating to assets	For the life of the asset	Reference
New Bradwell Parish Council Newsletter	Indefinite and copy to be held at Archives	Reference
Other newsletters	Twelve months	Reference
Planning Applications	Twelve months	Reference

Note: References above to the Limitation Act are to the Limitation Act 1980 (as amended). The 1980 Act sets down time limits within which court action for breach of contract, to recover damages for tortious actions and to recover land (these are the main types of action covered by the Act which are likely to be of relevance to local councils) must be started. If not started within the relevant time limit (or during any extension the court might in its discretion grant), legal action is barred.

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Joshua Ziegler 9th May 2022

Document Control

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