

DOCUMENT & RECORD RETENTION POLICY

Below is an Annex indicating the appropriate minimum retention periods for the most important local council documents for audit and other reasons.

There is a clear need to retain documentation for audit purposes, staff management, tax liabilities and the eventuality of legal disputes and proceedings.

Subject to these reasons for retaining documents, and as a basic starting point, papers and records may be destroyed if they are no longer of use or relevant. If in doubt, documents should be retained until proper advice has been received.

This Policy should be read in conjunction with NALC's "Legal Topic Note 40, November 2016" and the information contained in Chapter 11 of "Arnold-Baker on Local Council Administration".

FUNCTION	DOCUMENT	MINIMUM RETENTION PERIOD	ACTION	REASON
COUNCIL AND COMMITTEES				
Statutory Meetings	Minute books	Indefinite	Archive	Archive/public inspection
	Signed Minutes of Council Meetings	Indefinite	Archive	Archive/public inspection
	Reports & other documents considered by Committees	Indefinite	Archive	Archive/public inspection
	Agenda Papers	6 years	Destroy	
	Reports & other documents circulated with agendas	6 years	Destroy	
Informal Meetings	Meetings minutes/notes leading to executive decisions	6 years	Review	
	Meetings minutes/notes leading to Committee items	Destroy once reported to Committee	Destroy	
Members	Register of members Financial and Other interests	Indefinite	Archive	
	Members Interests declared at Meetings	Indefinite	Archive	Included in Minutes
	Members Allowances Register	6 Years	Destroy	Tax, Limitation Act 1980 (as amended)
	Councillors' Declaration of Office	Indefinite	Archive	
ELECTIONS				
Conduct of Elections	Nomination/Ballot forms for Parish Council Elections	6 months from date of election	Destroy	
FINANCE				
Income	Scales of Fees and Charges	6 Years	Destroy	

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Shirrell Heath • Shedfield • Waltham Chase

	Receipt books/primary documents	6 Years + current financial year	Destroy	VAT/Audit
	Copy Invoices issued paid	6 Years + current financial year	Destroy	VAT/Audit
	Primary documents/invoices of unpaid debtors	6 Years + current financial year	D	VAT/Statute of Limitations

FUNCTION	DOCUMENT	MINIUM RETENTION PERIOD	ACTION	REASON
Expenditure	Purchase Orders/requisitions	2 Years + current financial year	D	VAT/Audit
	Paid invoices and expenditure	6 Years + current financial year	D	VAT/Audit
	Approval Lists/Cheque Registers	6 Years + current financial year	D	Audit/Statute of Limitations
	Unpresented Cheques	6 Years + current financial year	D	Audit/Statute of Limitations
	Quotations and Tenders – Successful	6 Years	Destroy	Limitation Act 1980
	Quotations and Tenders – Unsuccessful	2 Years	Destroy	
General Financial	Banking deposit books	6 Years + current financial year	D	Audit/Statute of Limitations
	Cheque book & stubs	6 Years + current financial year	D	Audit/Statute of Limitations
	Bank statements	6 Years + current financial year	D	Audit/Statute of Limitations
	Bank Reconciliations	6 Years + current financial year	D	Audit/Statute of Limitations
	Postage book	6 Years	Destroy	Statute of Limitations
	VAT Records	6 Years	Destroy	VAT
	Investments	Indefinite	Archive	Audit/Management
	Asset Register	Indefinite	Archive	
	Asset Acquisitions & disposals including service reports of equipment	7 years after sale/disposal of asset	Destroy	
	Insurance Policies & Risk Assessments	7 years	Destroy	Management
	Certificates for Employers Liability	40 years from date commenced	Archive	The Employers' Liability Regulations 1998

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	Internal Audit reports	6 years + current financial year	Destroy	Audit
	External Audit reports	6 years + current financial year	Destroy	Audit
Statutory Accounts	Published final annual return	Indefinite	Archive	Audit/Archive
Budgetary Control	Prepared and published budgets	Indefinite	Archive	Audit/Archive
	Budgetary control papers	3 Years	Destroy	Audit
	Budgetary estimates & working papers	3 Years	Destroy	Audit
	Precept requests/workings	Indefinite	Archive	Audit/Archive
PAYROLL				
	Timesheets/claim forms	3 years	Destroy	Audit/Personal Injury (best practice)
	Pays slips/Pay advice	6 years + current financial year	Destroy	Tax/Superannuation/Pension

FUNCTION	DOCUMENT	MINIUM RETENTION PERIOD	ACTION	REASON
	Payroll (electronic or manual)	6 years + current financial year	Destroy	Tax/Pension
	PAYE/NI contributions	6 years +current financial year	Destroy	Tax
	Pension records	6 years + current financial year	Destroy	Pension
HUMAN RESOURCES				
	Personal Files	6 years + current year after departure	Destroy	Data Protection/Statute of Limitations
	Application forms – unsuccessful	6 months	Destroy	
	Employee performance & attendance, including sick leave, holidays & jury service	5 years after action is complete	Destroy	
PLANNING APPLICATIONS				
Planning	Planning permission – granted. All plans & decision letter.	Until development has been completed	Review	Management. May decide to keep indefinitely
	Planning permission – granted after appeal. All plans & letters.	Indefinite	Archive	

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	Planning permission – refused. All plans & letters	Kept until appeal period expired	Review	Management. May decide to keep indefinitely
	Planning permission – refused, appealed and dismissed	Indefinite	Archive	In case of further application on same site
OTHER MISCELLANEOUS				
	Title deeds, leases, easements, wayleaves, agreements & contracts	Indefinite	Fire proof Archive	Audit/Management
	Byelaws	Indefinite	Archive	
	Legal/Litigation/Prosecution files	Indefinite	Archive	
	Guides & Handbooks	Replace with new edition	Destroy	
ALLOTMENTS				
	Register & plans	Indefinite	Archive	Audit/Management
BURIAL GROUNDS				
	Register of fees collected	Indefinite	Archive	Local Authorities Order 1977
	Register of burials/memorials	Indefinite	Fire proof Archive	Archive/Local Authorities Order 1977
	Register/plan of grave spaces	Indefinite	Archive	Local Authorities Order 1977
	Notice for interment	Indefinite	Archive	Local Authorities Order 1977
	Application for right to erect memorials	Indefinite	Archive	Local Authorities Order 1977
	Disposal certificate	Indefinite	Archive	Local Authorities Order 1977
RECREATION GROUND/HALL HIRE				
	Application to hire	6 years + current financial year	Destroy	VAT
	Lettings diaries	6 years + current financial year	Destroy	VAT
	Copy bills to hirers	6 years + current financial year	Destroy	VAT
	Playground Assessments	Indefinite	Archive	

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