



## DOCUMENT RETENTION POLICY

### Purpose

The purpose of this policy is to provide a framework to manage decisions on whether a particular document should either be:-

- Retained
- Disposed of

### The Retention/disposal protocol

Any decision whether to retain or dispose of a document should be taken in accordance with the following criteria:-

- Is retention required to fulfil statutory or other regulatory requirements
- Is retention required to evidence events in the case of dispute

Where a retention period has expired in relation to a particular document a review should always be carried out before a final decision is made to dispose of that document. Such reviews need not necessarily be detailed or time consuming.

In the event that a decision is taken to dispose of a particular document or set of documents, then consideration should be given to the method of disposal.

### Roles and Responsibilities

Responsibility for determining whether to retain or dispose of specific documents rests with the parish clerk.

Disposal can be achieved by a range of processes:-

- physical destruction – paper records shredded
- deletion – computer files

Under no circumstances should paper documents containing personal data or confidential information be simply binned or deposited in refuse tips.



# Branston Parish Council



<b>DOCUMENT</b>	<b>MINIMUM PERIOD OF RETENTION</b>	<b>REASON</b>
Minute books - council	Permanent archive	Public inspection
Receipt and payment accounts	6 years	VAT
Contracts and tendering	6 years	Part statutory
Paid invoices	6 year	VAT
Paid cheques	6 years	Limitation act
VAT records	6 years	VAT
Internal/external audit	Permanent archive	Common practice
Salaries/wages	12 years	Note: with payroll bureau
Insurance policies	While valid	Management
Title deeds	Indefinite	Audit, management
Member contact details	As long as they are a member of the council	Common practice
Personnel administration	Destroy after 5 years	Local choice