

BUCKHURST HILL PARISH COUNCIL



RECORDS RETENTION AND DESTRUCTION POLICY

OCTOBER 2020

ADOPTED 02/10/2020

Introduction

Buckhurst Hill Parish Council recognises its responsibilities to maintain and respect the information it holds in line with legislation and best practice. This policy sets out the time limits and rationale for retaining or destroying information in any format: electronic (soft copy) or physical (hard copy eg paper).

Main References

NALC (National Association of Local Councils) Legal Topic Note LTN 40 Local Councils' Documents and Records
Governance & Accountability for Smaller Authorities
Local Government Transparency Code
Information Commissioner
Data Protection Act 2018
General Data Protection Regulations (GDPR) 2018
Freedom of Information Act 2000

Retention Schedule

Document/Record	Retention Period	Reason
Administration		
Minute books	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipts and Payments accounts	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements for all accounts	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	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years or lifetime of asset	VAT Management
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT
Petty cash, postage and telephone books	None held	
Insurance policies, schedules and certificates including employer's liability	Indefinite	Management Personal injury (best practice) The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753)
Investments	Indefinite	Audit, Management
Title Deeds, Leases, Agreements, Contracts	Indefinite	Audit, Management
Members' Allowances Register	6 years	Tax, Limitation Act 1980 (as amended)
Magazine	Indefinite – 2 copies Copy lodged with the British Library (Legal Deposits Libraries Act 2003)	Historical

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Document/Record	Retention Period	Reason
External publications	1 year or as long as useful	Management
HR		
Timesheets	3 years	Audit (requirement) Personal injury (best practice)
Wages books	12 years	Superannuation
Employee records	6 years from date of leaving	Management
Pensions	100 years from Dob	Management
Halls		
Hire application Lettings' diary Copy invoices to hirers	6 years Regular hires for the lifetime of the hire + 6 years	VAT Management
Allotments		
Register and plans	Indefinite	Audit, Management
Parish Amenities		
Inspection reports	Lifetime of asset + 3 years	Management, Personal injury
Playgrounds and Recreational Facilities		
Inspection reports	Indefinite	Management, Personal injury
Planning		
Applications	Accessed electronically from EFDC's website	N/A
EFD Local Plan – consultation and background documents	Lifetime of policy	Management
Policies	Lifetime of Policy	Management
General		
Correspondence	1 year	Management
External Policies	Lifetime of policy	Management
Consultations	1 year after consultation completed	Management

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