

Management of Records Policy

Milton Parish Council accumulates a vast amount of information and data during the course of its daily activities, generated internally and externally. This information is recorded/stored in various types of formats (electronic or hard copies)

The data stored by the Council is important information that needs to be kept for a certain period of time. Measures need to be undertaken to safeguard this information.

Documents/Information and data need to be retained to provide evidence that the Council's transactions can demonstrate accountability.

Data will not be retained for longer than is necessary. Disposal of personal data will be in line with the General Data Protection Regulations.

The aim of this document is to provide a working timeframe to determine which documents are:

P – Preserve permanently

R – Review

D- Destroyed

RECORD	ACTION	MINIMUM RETENTION PERIOD	REASON
Administration			
Signed Minutes of council meetings	P	Indefinite	Archives
Reports & other documents circulated with agendas not attached to signed Minutes	R	Indefinite	Archives
Agendas (if Minutes do not survive)	P	Indefinite	Archives
Councillors' Declarations of Office and Register of Interests	D	Term of Office (GDPR)	Archives
Nomination forms for parish council elections (if Minutes do not survive)	D	Current Council (GDPR)	Archives
Byelaws and Orders	P	Indefinite	Audit, Management
Title Deeds	P	Indefinite	Audit, Management
Registration of Village amenity areas, plans, etc	P	Indefinite	Audit, Management
Property registers	P	Indefinite	Audit, Management
Maps, plans & surveys of property	P	Indefinite	Archives

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owned by the Council			
Correspondence and papers on important local issues or activities	P	Indefinite	Archives
Planning applications and related papers for major controversial developments	P	Indefinite	
Leases, Agreements, Contracts & Wayleaves	P	Indefinite	Audit, Management
Quotations & tenders for major works	D	6 years after end of contract term	NALC LTN 40 Jan 13
Quotations & tenders for minor works	D	6 years after end of contract term	NALC LTN 40 Jan 13
Unsuccessful tenders	D	3 years	Challenge
Routine correspondence, papers & emails	D	Retain as long as useful	
Personnel records		3 months	Limitation period
Health & Safety records		Indefinite	
Planning applications & related papers for minor works where permission is refused	D	Retain until appeal period has expired	
Scale of fees and charges	D	5 years	Management
Insurance Policies	D	While valid	Management
Certificates for Insurance against liability for employees	R	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI.2753) Management
Finance			
Receipt and payment books	P	Indefinite	Archives
Investments	P	Indefinite	Audit, Management
Financial Returns to External Auditors (if general accounts do not survive)	D P	7 years	Audit
Cash & Petty Cash books & Postage Books	D	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Receipt Books of all kinds	D	6 years	VAT

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Postage Books	D	6 years	Tax, VAT, Limitation period
Bank Statements, including deposit/saving a/c's	D	Last completed audit year	Audit
Bank Paying-in books and cheque book stubs	D	Last completed audit year	Audit
Paid Invoices	D	6 years	VAT
Paid Cheques	D	6 years	Tax Limitation Act 1980 (as amended)
VAT records	D	6 years	VAT
Time sheets	D	Last completed audit year	Audit
Wage books	D	12 years	Limitation Period
Chairman Allowance Records	D	6 years	Tax Limitation Act 1980 (as amended)
Records relating to parish halls, centres and recreation grounds; applications to hire, lettings diaries, copies of bills to hirers and records of ticket issue	D	6 years	VAT
Precept records and contribution orders	D	Retain as long as of value	
Personnel Administration			
Employee letters of appointment	D	6 years after departure of employment	Consistency
Employee contracts and other records	D	6 years after departure of employment	Consistency
Payslips	D	6 years after	Tax
Tax and NI (P60 and P45)	D	4 years	Tax claim
Timesheets	D	Last completed audit year	Audit
Miscellaneous			
Community News Letters	D	5 years	
Press cuttings books	P	Indefinite	
Photographs	P	Indefinite	

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Any records dating from before 1894 now held by the council	P	Indefinite	Historical
Reports, Guides, handbooks etc received by the council from other bodies	D	Retain as long as useful	
Planning applications & related papers for minor works where permission is granted, planning appeal decisions	D	1-2 years if space available. Ideally until development has been completed	
Burial Grounds: register of fees collected, register of burials, register of purchased graves, register/plan of grave spaces, register of memorials, applications for interment, applications for right to erect memorials, disposal certificates, copy certificates of grant of exclusive right of burial	P	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI.204)
Allotments: register and plans	P	Indefinite	Audit, Management

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