

HARTLEBURY PARISH COUNCIL
ARCHIVING AND RETENTION OF DOCUMENTS POLICY

RETAINING AND PRESERVING COUNCIL DOCUMENTS

Records are an essential part of the council's business, and the Council is required by law to keep certain records, as well as to comply with the Data Protection Act 1998 and the Freedom of Information Act 2000. Records need to be cared for so they can be accessed as needed and do not deteriorate with time.

A small proportion of records merit permanent preservation as archives because of the unique evidence they contain about the community.

RETENTION OF DOCUMENTS REQUIRED FOR HARTLEBURY PARISH COUNCIL

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
▪ Minute books	Indefinite	Archive
▪ Scales of fees and charges	6 years	Management
▪ Receipt and payment account(s)	Indefinite	Archive
▪ Receipt books of all kinds	6 years	VAT
▪ Bank statements, including deposit/savings accounts	Last completed audit year	Audit
▪ Bank paying-in books	Last completed audit year	Audit
▪ Cheque book stubs	Last completed audit year	Audit
▪ Financial records	3 years	Audit
▪ Quotations and tenders	6 years	Limitation Act 1980 (as amended)
▪ Paid invoices	6 years	VAT

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▪ Paid cheques	6 years	Limitation Act 1980 (as amended)
▪ VAT records	6 years	VAT
▪ Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
▪ Timesheets	Last completed audit year	Audit
▪ Wages books	12 years	Superannuation
▪ Insurance policies	While valid	Management
▪ Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management.
▪ Investments	Indefinite	Audit, Management
▪ Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
▪ Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
For Allotments		
▪ register and plans	Indefinite	Audit, Management
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Worcestershire County Council will signpost parish or town councils to information and advice on record-keeping and specialist storage facilities at Worcestershire Archives. The Record office has a commitment under the 1972 Act to care for the prime records of parish councils. This is free of charge.