

RETENTION OF RECORDS POLICY

Cringleford Parish Council

Introduction

This policy covers both paper and electronic files. It is acceptable to retain only an electronic file in many circumstances, however those records bearing a signature or other official mark must be either scanned, or filed in original paper format, to ensure that the signature or official mark is retained.

Retention Periods

Record	Retention Period	Notes
Accident Report Forms	3 years (or 3 years after the subject reaches their 18th birthday)	Whichever is greater
Accounts – Annual Audit Return	Indefinite	
Accounts – Invoices / Vouchers	7 years from end of the relative financial year	For VAT purposes. Includes petty cash records.
Agendas	5 years	
Audit Reports – Internal & External	7 years from end of the relevant financial year	
Bank Statements	7 years from end of the relevant financial year	
Budgets	7 years from end of the relevant financial year	
Buildings – papers relating to occupation	3 years after occupation ceases	
Buildings & Engineering Works – key records not covered elsewhere in this policy	For the life of the building	

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Cash books	7 years	For VAT
CCTV recordings - general	Auto recorded over after maximum four weeks.	
CCTV – specific recordings	One year after court case / one year after event occurs if no further action is taken	
Complaints	10 years	Unless otherwise advised by a legal representative
Contracts – council as customer	10 years from completion	
Contracts – council as supplier	10 years from termination	Hirers dealt with separately below
Councillor contact details	1 year after leaving Council	
Debtors records	7 years from discharge of debt	
Deeds of Title	Indefinite	
Delivery Notes	2 months	Until payment of invoice is made
Demand Notes	7 years	
Diaries	1 year after last date in diary	
Employment Records – major	7 years after Subject leaves service (7 years from end of the relevant financial year)	Payroll, pension, HMRC
Employment Records - Minor	2 years	Timesheets, annual leave records, contract
Estimates	1 year	For accepted contractor

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Expense claims	7 years	
Hirers	7 years from end of relevant financial year	
Hirer enquiries (did not book)	1 week	
Inspection records eg boiler etc	Lifetime of item	
Insurance policies	Indefinite	
Job applications – unsuccessful applications	1 months	
Land Surveys and Registers	Indefinite	
Leases	Indefinite	
Members allowance register	6 years	
Minutes – Full Council & Advisory Groups	Indefinite	Full Council and formal committees – signed copy to be kept in paper format. Advisory Groups – copy to be kept electronically. Lodged after a period with Norfolk Records Office
Minutes – working parties	5 years after completion of subject matter	
Parishioner contact details (when responding to a one-off enquiry)	As soon as dealt with / maximum three months	
Parishioner correspondence that needs to be kept for a specified reason	Two years after receipt of enquiry / complaint	As long as a privacy statement has been received
PAYE records	7 years	

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Planning Applications	View responses on South Norfolk Council website.	Public information
Property Acquisition and Disposal Records	Indefinite	
Reports – Annual Parish Report	Indefinite – attached to APM minutes	Archive of Council’s activities
Reports – Meetings (major)	Indefinite	
Reports – Meetings (minor)	Indefinite	
Serious Incident Files	Indefinite	
Software Licences	Lifetime of software	
Surveys – Buildings & Engineering	Indefinite – lifetime of building	
Tender	7 years	Successful tender
Training records	2 years following termination of appointment	
VAT records	7 years	

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