

# 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	Indefinite	
Bank Statements	7 years from end of the relative financial year	
Budgets	5 years	
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	
Cash books	7 years	For VAT

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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 relative financial year)	Payroll, pension, HMRC
Employment Records - Minor	2 years annual leave records, contract etc	
Estimates	1 year	
Expense claims	7 years	

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Hirers	7 years from end of relative financial year	
Hirer enquiries (did not book)	1 week	
Inspection records eg boiler etc	Lifetime of item	
Insurance policies	21 years	
Job applications – unsuccessful applications	3 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.
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	6 years	
Planning Applications	View responses on South Norfolk Council website / PC planning book kept indefinitely.	Public information
Property Acquisition and Disposal Records	Indefinite	
Reports – Annual Parish Report	Indefinite – attached to APM minutes	Archive of Council's activities

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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	
Training records	2 years following termination of appointment	
VAT records	7 years	

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