

Management of Records Policy

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD</u>	<u>REASON</u>
Administration		
Signed Minutes of Council meetings	Indefinite	Archives
Title Deeds	Indefinite	Audit, Management
Register and plans for allotments	Indefinite	Audit, Management
Leases, agreements & contracts	Indefinite	Audit, Management
Quotations & tenders	6 years	Limitation Act 1980 (as amended)
Scale of fees and charges	6 years	Management
Insurance policies	Retain 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
Market/seating/other licences and holder records	Destroy 6 years after expiry	Management
Data obtained regarding third parties for enforcement of vehicle driver excess parking charge notices	Destroy within 2 years of issue of notice	To comply with DVLA requirements
Finance		
Receipt and payment accounts	Indefinite	Archives
Investments	Indefinite	Audit, Management
Receipt Books of all kinds	6 years	VAT
Petty cash, postage & telephone books	6 years	TAX, VAT Limitation Act 1980 (as amended)
Bank Statements, including deposit/saving a/cs	Last completed audit year	Audit
Bank Paying-in books and cheque book stubs	Last completed audit year	Audit
Paid Invoices	6 years	VAT
Paid Cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years generally, but 20 years for VAT on rents	VAT

APPENDIX 1

Time Sheets	Last completed audit year/3 years	Audit requirement/Personal injury (best practice)
Wage Books	12 years	Superannuation
Members Allowances Register	6 years	TAX, Limitation Act 1980 (as amended)
Records relating to halls, centres and recreation grounds: applications to hire, lettings diaries, copies of bills to hirers and records of ticket issue	6 years	VAT
Miscellaneous		
Any records dating from before 1894 now held by the council	Indefinite	Historical
For 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, and copy certificates of grant of exclusive right of burial	Indefinite	Archives Local Authorities Cemeteries Order 1977 (SI 204)

Presented to Finance Strategy & Management Committee 13 December 2016 for approval and adoption