

Chipping Campden Town Council

Records Management Policy and Procedure

This policy details the minimum retention time require for council documents before disposal in order for the council to comply with the Freedom of Information Act 2000 Publication Scheme. Certain documents need to be kept indefinitely.

KEY - P =Preserve permanently, R = Review, D = Destroy

Document	Action	Minimum Retention Period	Reason
Signed minutes	P	Indefinite	Archive
Agenda	P	Indefinite	Archive
Councillor's declaration of office	P	Indefinite	Archive
Title deeds / leases	P	Indefinite	Audit, management
Maps, plans and surveys of property owned by the Council	P	Indefinite	Audit, management
Quotations and Tenders	R	12 years / indefinite	Statute of Limitation
Unsuccessful tenders	D	3 years	Challenge
Quotations and tenders for minor works	D	12 years	Statute of Limitation
Annual Budget	P	Indefinite	Archive
Financial Returns / Income and Expenditure Accounts	P	Indefinite	Archive
Receipt books	D	6 years	VAT
Bank statements / deposit books	D	6 years	Council decision
Bank paying in books	D	6 years	Council decision
Cheque book stubs paid	D	6 years	Council decision
Petty Cash Books	D	6 years	TAX, VAT, Limitation period
Paid Invoices	D	6 years + current	VAT
VAT records	D	6 years	VAT
Paid Cheques	D	6 years	Limitation period
Timesheets	D	Last Audit Year	Audit
Expenses book	D	6 years	TAX / VAT
Insurance policies	D	Current	Audit
Payroll records	D	12 years	Limitation period
Investments	P	Indefinite	Audit, management
Certificate of employer's liability	D	40 years	Limitation period
Allotment Register	P	Indefinite	Archive
Register of Burials	P	Indefinite	Archive
Health and Safety Records	P	Indefinite	Archive
Risk Assessments	D	3 years	Audit
Routine correspondence, papers, notes and emails	D	Retain as long as useful	
Draft/rough/notes of minutes taken at meetings	D	After minutes are approved	