



# Ingatestone and Fryerning Parish Council

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## Ingatestone and Fryerning Parish Council Document Retention Policy

This policy was approved by Full Council on 5<sup>th</sup> April 2018.

### Prime objectives

Ingatestone and Fryerning Parish Council recognises that the efficient management of its records is necessary to comply with legal and regulatory obligations and to allow for its effective management. This policy has been created to detail how the records maintained by the parish council are kept and when they should be destroyed.

### Scope of the policy

This policy applies to all records, in all formats that are created, received or maintained by the parish council. A small percentage of the parish council's records will be selected for permanent preservation as part of the council's archives and for historical research.

### Responsibilities

Ingatestone and Fryerning Parish Council have a corporate responsibility to maintain its records in line with regulatory requirements. The person with overall responsibility for this maintenance is the Parish Clerk with assistance from other members of staff.

### Relationship with existing policies

This policy should be read in conjunction with the parish council's

- Freedom of Information policy
- General data protection regulation policies (GDPR May 2018)

### Retention schedule

Under the Freedom of Information Act 2000, the parish council is required to maintain a retention schedule which lays down the length of time certain record sets need to be retained. Ingatestone and Fryerning Parish Council have adopted a policy in line with the National Association of Local Council's legal topic note LTN40 (Local Councils' documents and records).

| Document   | Minimum retention period  | Reason                           |
|--|---------------------------|----------------------------------|
| Minute books   | Indefinite                | Archive / historical record      |
| Asset register                                       | Indefinite                | Management                       |
| Scales of fees and charges                           | 6 years                   | Management                       |
| Receipt and payment accounts                         | 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                            |
| 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 books   | 6 years   | VAT, Limitation Act 1980 9as amended)  |
| Insurance policies   | While valid   | Management   |
| Certificated for Insurance against liability for employees   | 40 years from the date on which the 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)  |
| Halls and recreational grounds <ul style="list-style-type: none"> <li>• hiring forms</li> <li>• lettings diaries</li> <li>• copies of invoices to hirers</li> <li>• records of tickets issued</li> </ul>   | 6 years   | VAT  |
| Burial grounds <ul style="list-style-type: none"> <li>• register of fees collected</li> <li>• register of burials</li> <li>• register of purchased graves</li> <li>• register / plan of grave spaces</li> <li>• register of memorials</li> <li>• applications for interment</li> <li>• application for the right to erect memorials</li> <li>• disposal certificates</li> <li>• copy certificates of grant of exclusive right of burial</li> </ul> | Indefinite  | Archives, Local Authorities Cemeteries Order 1977 (SI 204)                             |
| Planning applications  | If permission granted, until development completed<br><br>If permission refused, until appeal period has expired<br><br>Appeal decisions should be retained indefinitely (may set a precedent for further applications) | Management   |
| Local Plans and similar documents  | Until they are no longer in force   | Management   |
| External magazines, journals and the like  | 1 year or for as long as they are useful  | Management   |

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| Parish Newsletter  | Indefinite with a copy sent to the British Library | Archive / historical record, The Legal Deposit Libraries Act 2003 |
| Routine correspondence and emails  | 6 months after relevant issue is completed         | Management  |
| Parish Councillors <ul style="list-style-type: none"> <li>• applications for co-option</li> <li>• declarations of acceptance of office</li> <li>• members register of interests</li> </ul> | Term of office + 1 year                            | Management  |
| Employees records  | Employment period + 6 years                        | Management  |