



Chart Sutton Parish Council

Document Retention Policy

Prime objectives

Chart Sutton Parish Council recognises that the efficient management of its records is essential to meeting legal and regulatory obligations and to supporting effective governance.

This policy sets out how council records are created, maintained, stored, and disposed of, including the circumstances under which records should be retained or destroyed.

Scope of the policy

This policy applies to all records, regardless of format, that are created, received, or maintained by the Parish Council in the course of its activities.

A small proportion of these records will be selected for permanent preservation as part of the Council's archives due to their historical or administrative value.

Responsibilities

CSPC has a corporate responsibility to ensure that its records are managed in accordance with statutory and regulatory requirements.

The Parish Clerk holds overall responsibility for the management and maintenance of council records, supported as necessary by other members of staff.

Relationship with existing policies

This policy should be read in conjunction with the Council's:

- Freedom of Information Policy
- General Data Protection Regulation (GDPR) Policies

These documents collectively ensure compliance with information rights legislation and data protection requirements.

Retention schedule

Under the Freedom of Information Act 2000, CSPC is required to maintain a retention schedule specifying the minimum period for which different categories of records must be kept.

The Council has adopted a retention schedule aligned with the National Association of Local Councils' Legal Topic Note LTN40: *Local Councils' Documents and Records*.

Retention of documents

The annex below sets out the recommended minimum retention periods for documents held by the Council. These periods reflect requirements relating to:

- Audit and financial accountability
- Staff management
- Tax liabilities
- Potential legal disputes or proceedings

As a general principle, documents may be destroyed when they are no longer required for operational, legal, or historical purposes. Where uncertainty exists, records should be retained until appropriate advice has been obtained.

ANNEX - DOCUMENTS REQUIRED FOR THE AUDIT OF PARISH COUNCILS

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Minute books	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt and payment account(s)	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
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year	Audit
Wages books	12 years	Superannuation
Insurance policies	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.
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)