

## MANAGEMENT OF RECORDS POLICY

**Key** P: Preserve permanently R: Review D : Destroy

<u>Record</u>	<u>Action</u>	<u>Minimum Retention Period</u>	<u>Reason</u>
<b>Administration</b>			
Signed Minutes of Council Committee meetings	P	Indefinite	Archives
Agendas	P	Indefinite	Archives
Draft Minutes	D	Destroy when Minutes approved	
Procedural Standing Orders and Terms of Reference	P	Indefinite	Archives
Councillors' declarations of Office	P	Indefinite	Archives
Byelaws and Orders	P	Indefinite	Audit
Title Deeds	P	Indefinite	Audit
Property registers	P	Indefinite	Audit
Maps, plans and surveys of property owned by the Council	P	Indefinite	Archives
Correspondence and papers on important local issues	P	Indefinite	Archives
Contracts	P	Indefinite	Audit
Quotations for tenders	R	12 years	Limitation Act
Unsuccessful tenders	D	3 years	
Routine correspondence, papers and emails	D	Retain as long as useful	
Health and Safety Records	P	Indefinite	
Insurance Policies	P	Indefinite	Archives
<b>Finance</b>			
Income and Expenditure records	P	Indefinite	Archives
Investments	P	Indefinite	Archives
Financial Returns to External Auditor	D	7 Years	



