

# Princes Risborough 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

<b>Document</b>	<b>Action</b>	<b>Minimum Retention Period</b>	<b>Reason</b>
Signed Minutes	P	Indefinite	Archive
Draft/rough/notes of minutes taken at meetings	D	After minutes are approved	
Councillors' Declaration of Office	P	Indefinite	Archive
Title Deeds / Leases	P	Indefinite	Audit, Management
Maps, plans & surveys of property owned by council	P	Indefinite	Audit, Management
Quotations & Tenders	R	6 years	Statute of Limitation Act 1980 (as amended)
Unsuccessful tenders	D	1 year	Challenge
Financial Returns Income /Expenditure accounts	P	Indefinite	Archive
Receipt Books	D	6 years	VAT
Bank Statements/Deposit Books	D	Last Audit Year	Audit
Bank Paying-in Books	D	Last Audit Year	Audit
Cheque Book Stubs Paid		Last Audit Year	Audit
Petty cash books	D	6 years	TAX, VAT Statute of Limitation Act 1980 (as amended)
Postage books	D	6 years	TAX, VAT Statute of Limitation Act 1980 (as amended)
Paid Invoices	D	6 years + Current	VAT
VAT Records	D	6 Years	VAT
Investments	P	Indefinite	Audit, Management
Paid Cheques	D	6 years	Statute of Limitation Act 1980 (as amended)
Insurance Policies	D	Current	Audit
Risk Assessments	D	Last 3 years	Insurance claims
Timesheets	D	Last Audit Year 3 years	Audit requirement Personal Injury (best practice)
Payroll Records	D	12 Years	Superannuation

Certificate of Employer's Liability	D	40 years	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753), Management
Pensions Records	D	13 years	LGPS requirement to provide best average figures in last 13-year period
Application to hire forms	D	6 years	VAT
Hirers Invoices	D	6 years	VAT
Letting Dairies	D	6 years	VAT
Scale of charges	D	6 years	VAT
Routine correspondence, papers, notes & emails	D	Retain as long as useful	
Burial Records	P	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI.204)