

ALDERWASLEY PARISH COUNCIL

DOCUMENT RETENTION AND DISPOSAL POLICY

Adopted at Full Council at meeting on

Background

1. Alderwasley Parish Council (The Council) acknowledges the importance of keeping documents for audit purposes and to be open to inspection by the public under the Freedom of Information Act 2000.
2. The Council also acknowledges the need to reduce the amount of paper and documents retained and stored due to the lack of archive space.
3. The Council has adopted this Policy to clarify what documents shall be retained and when documents can be disposed of.

Disposal

1. All documents to be disposed of shall be recycled where possible.
2. All documents containing Personal Information (as defined by the Data Protection Act 1998) or other information that in the opinion of the Clerk may compromise the business of the Council shall be cross shredded before disposal.

Retention Periods

1. The Retention Periods in Schedule 1 shall be adhered to when considering whether to dispose of a document.
2. All archived files shall be marked with a disposal date in accordance with this Policy.

Archiving

1. All files/documents that concern enquiries/complaints/actions that have been finalised and no further action has been required for three months shall be archived.
2. The archived file shall be weeded of all duplicate information and documents provided under the Data Protection Act 1998. These documents shall be disposed of.
3. The archived file shall be marked with a disposal date in accordance with this Policy.
4. The archived file shall then be archived.
5. The Clerk shall annually review the archived files and dispose of any that can be disposed of under this Policy.
6. Documents that cannot be disposed of or in the opinion of the Clerk are of Parish interest shall be sent to Derbyshire County Council Records Office for archiving.

Review

1. This Policy shall be reviewed annually.

Schedule 1

Document	Minimum retention period	Reason
Minute Books	Indefinite	Archive
Scales of fees and charges	5 years	Management
Receipt & Payment (or Income & Expenditure) 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	12 years/ indefinite	Statute of Limitations
VAT Invoices	6 years	VAT
Paid cheques	6 years	Statute of limitations
VAT Records	6 years	VAT
Petty cash, postage and telephone books	6 Years	Tax, VAT, Statute of Limitations
Timesheets	Last completed audit year	Audit
Wages books	12 years	Superannuation
Insurance policies	While valid	Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowance register	6 years	Tax, Statute of Limitations
For halls, centres and Recreation grounds - Application to hire - Lettings diaries - Copies of bills to hirers - Record of tickets issued	6 years	VAT
For burial grounds - Register of fees collected - Register of burials - Register of purchased	Indefinite	Archives Cemeteries orders Cremations regulations

<p>graves</p> <ul style="list-style-type: none">- Register/plan of grave spaces- Register of memorials- Applications for interment- Applications for right to erect memorials- Disposal certificates- Copy certificates of grant of exclusive right of burial.		
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