**Matlaske Parish Council Retention of Records Policy**

This policy covers both paper and electronic files. It is acceptable to retain only an electronic file in many circumstances, however those records bearing a signature or other official mark must be either scanned, or filed in original paper format, to ensure that the signature or official mark is retained.

Table 1 Retention of Records

| **R****ECORD** | **RETENTION PERIOD** | **NOTES** |
| --- | --- | --- |
| Accident Report Forms | 3 years (or 3 years after the Subject reaches their 18th birthday) | Whichever is the greater. |
| Accounts – Annual Audit Return | Indefinite |  |
| Accounts – Invoices / Vouchers | 7 years from end of the relative financial year | For VAT purposes. Includes petty cash records. |
| Accounts – Minor records | 2 years from completion of audit | Paying in books / Cheque stubs |
| Agendas | 5 years | Minutes form the official record of the meeting. |
| Allotment Register & Plan | Indefinite |  |
| Audit Reports – Internal & External | Indefinite |  |
| Bank Statements | 2 years from completion of audit |  |
| Budgets | 5 years |  |
| Buildings – papers relating to occupation | 3 years after occupation ceases |  |
| Buildings & Engineering Works – key records not covered elsewhere in this policy | For the life of the building |  |
| Burial Ground Records | Indefinite |  |
| Cash books | 7 years | VAT |
| Complaints | 10 years | Unless otherwise advised by a legal representative |
| Contracts – council as customer | 10 years from termination |  |
| Contracts – council as supplier | 10 years from completion | Eg building hire |
| Debtors records | 7 years from discharge of debt |  |
| Deeds of Title | Indefinite |  |
| Delivery Notes | 2 months | Until payment of invoice is made |
| Demand Notes | 7 years |  |
| Diaries | 1 year after last date in diary |  |
| Employment Records - Major | 6 years after Subject leaves service or until 70th birthday, whichever is later | Letters of appointment, contracts and variations, related correspondence |
| Employment Records - Minor | 2 years | Annual Leave records, timesheets etc |
| Estimates | 3 years |  |
| Expense Claims | 7 years |  |
| Inspection Records – eg Boilers etc | Lifetime of item |  |
| Insurance Policies | Indefinite |  |
| Job Applications – Unsuccessful applications | 6 months |  |
| Land Surveys and Registers | Indefinite |  |
| Leases | Indefinite |  |
| Members Allowance Register | 6 years |  |
| Minutes – Full Council & Advisory Groups | Indefinite | Full Council – signed copy to be kept in paper format. Advisory Groups – copy to be kept electronically. |
| Minutes – Working Parties | 5 years after completion of subject matter |  |
| Pay Roll – Salaries & Pension | 6 years |  |
| PAYE Records | 6 years |  |
| Planning Applications | N/a | No longer supplied in paper format, viewed on North Norfolk District Council website |
| Play Area Inspection Records | 21 years | Age of majority + 3 – statute of limitations for a claim for injury when a minor |
| Property Acquisition and Disposal Records | Indefinite |  |
| Reports – Annual Parish Report | Indefinite | Archive of Council’s activities |
| Reports – Meetings (major) | Indefinite |  |
| Reports – Meetings (minor) | 3 years |  |
| Serious Incident Files | Indefinite |  |
| Software Licences | Lifetime of software |  |
| Surveys – Buildings & Engineering | Indefinite |  |
| Tenders | 7 years |  |
| Training Records | 7 years following termination of appointment | Both staff and councillors |
| VAT Records | 7 years |  |

**Adopted July 2022**

**Review due July 2024**