

FORD PARISH COUNCIL  
DOCUMENT RETENTION & DESTRUCTION POLICY

1: Documents to be kept permanently

1. Signed Minutes
2. Deeds
3. One copy of the annual accounts and return to the external auditor
4. Non-routine correspondence with parishioners
5. Insurance documents

Note: One printed copy will be made of any of the above in electronic format

2: Financial Records to be kept for seven years

1. Bank Statements
2. Receipts, Invoices and Payment Authorisations.
3. PAYE Records
4. VAT Claims and Records
5. Expense claims

Note: One printed copy will be made of any of the above in electronic format

3: Staff Records to be kept for seventy years

1. Contracts of Employment
2. Details of work-related injuries

Note: One printed copy will be made of any of the above in electronic format

#### 4: Working Papers and Routine Correspondence

| Type  | Destruction Period   |
|---|--|
|   |  |
| Junk or Spam Email                                      | Immediate destruction without reference to the Council   |
| The Clerk's working papers for particular meetings      | Destruction following the approval of the minutes of the meeting to which they apply, unless the clerk is aware of potential litigation or a request for access. |
| Routine Circulars and Correspondence from Public Bodies | Following the meeting at which they are reported unless retained for reference.  |
| Correspondence from members of the public               | Generally twelve months after conclusion of the correspondence or issue but see section 1 above  |
| Planning applications                                   | Destroy after permission has been granted.   |

#### 5: Storage

The Council will provide a lockable filing cabinet for the retention of items in sections 1, 2 and 3, which should normally be located within the parish.

This policy was adopted by Ford Parish Council at a meeting of the Council held on 10<sup>th</sup> January 2017.