

Chelsham & Farleigh Parish Council

Document Retention and Disposal Policy

Chelsham & Farleigh Parish Council has adopted a Document Retention and Disposals Policy to provide information about its process of retaining and disposing of records and documents that it keeps physically or electronically.

This policy applies to all records and documents created, received or maintained by the Parish Council in the course of carrying out its functions. Records and documents are defined as physical or electronic pieces of information that are created, received or maintained by the Parish Council in the course of its duties that provide evidence of its decisions, activities and transactions.

Under the Freedom of Information Act the Parish Council is required to maintain a retention schedule listing the records which it retains in the course of its business and the process for deleting or destroying records when they are no longer needed.

The table below indicates the record type, minimum retention period and reasons for retention. The Parish Council is aware that some of its records have historical value and it seeks to keep these documents indefinitely or, where this might not be possible or advisable, to offer these documents to the County Record Office or other appropriate body.

Document	Minimum Retention Period	Reason
Minutes	Indefinite	Archive
Annual Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Bank Statements, cheque book and paying in stubs	7 years	Audit/Management
Formal Tenders	7 years	Audit/Management
Contracts, and other agreements of a financial nature	7 years	Audit/Management
Paid Invoices	7 years	Audit/VAT
VAT records	7 years	Audit/VAT
Salary records	7 years	Audit
Tax & NI records	7 years	Audit
Certificates of public liability, employers liability	Whilst valid	Audit/Legal
Insurance policies	Whilst valid	Audit

Document	Minimum Retention Period	Reason
Title deeds, leases and related records	Indefinite	Audit/Legal
Assets Register	Indefinite	Audit/Legal
Planning applications and related papers	Not retained by us. Planning applications and relevant decision notices are available on the Tandridge District Council website. All Parish Council decisions in relation to applications are recorded in the Minutes	Management
Members Register of Interests	Member's Term of Office	Management/Legal
Declaration of Acceptance	Member's Term of Office	Management/Legal
Complaints	1 year	Management
Important correspondence relating to decisions, transactions and activities	1 year	Management
Routine correspondence and emails	3 Months	Management
General Information (including invitations, lobbying, promotional material)	No minimum	Management

Disposal procedures for records and documents.

1. The Clerk will obtain the formal approval of the Parish Council before records of a sensitive or confidential nature are deleted or destroyed.
2. All physical documents that are sensitive, confidential or refer to individuals, and are no longer required for administrative reasons, will be shredded or otherwise destroyed before disposal.

Adopted 3 April 2017