

SOUTH WONSTON PARISH COUNCIL

DOCUMENT RETENTION AND DISPOSAL POLICY

The aims of the Policy are to:

- Assist in identifying records that may be worth preserving permanently as part of South Wonston Parish Council's archives
- Prevent the premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements

Retention of Documents

Attached is a table indicating the appropriate retention periods for audit purposes and the reasons for retention.

Record Types

The major classes of record specifically relating to each function have been identified and recommendations are given for each. However, the list of record types provides examples only and is not exhaustive.

Minimum Retention Period

This column gives the minimum period for which the record should be retained before it is destroyed or reviewed.

Permanent Preservation

Documents of historical importance, if not retained by the council, should be offered first to the County Record Office.

| DOCUMENT | MINIMUM RETENTION PERIOD | REASON |
|---|---------------------------|------------------------|
| Minutes | Indefinite | Archive |
| Receipt and payment account(s) | 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 |
| Formal tenders | 12 years/indefinite | Statute of Limitations |
| Paid 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 allowances register | 6 years | Tax, Statute of Limitations |

Other documents not mentioned above may be treated as follows -

Planning Papers

The Local Planning Authority, Winchester City Council (WCC) hold planning documents relevant to the Parish and these are available online, however for its own records and added ease of retrieving documents it would be beneficial for the Parish Council to retain some records itself ie where the proposed development is significant/contentious.

Copies of Structure Plans, Local Plans and similar documents should be retained as long as they are in force.

Information from Other Bodies (e.g. circulars etc. from Councils, Associations, and other bodies too numerous to mention) – such information should be retained as long as it is useful and relevant.

Correspondence – if related to audit matters, correspondence should be kept for the appropriate period specified above. In planning matters, correspondence should be retained whilst relevant and for other correspondence no firm guidelines are set.

Note: The above records may be in both, or either, digital or paper form.

**Retention & Disposal Schedule approved by South Wonston Parish Council
Date 12th October 2009**

Revised: 14th September 2015