

# INGLEBY GREENHOW PARISH COUNCIL

## DOCUMENT RETENTION TIMESCALES

### Annex A

DOCUMENT	RETENTION TIMESCALES
<b>FINANCE</b>	
Financial Published Final Accounts	Indefinitely
Annual Governance and Accountability Return	Indefinitely
Final Account working papers	6 years
Records of all accounting transactions held the financial management system	At least 6 years
Cash Book (record of monies paid out and received	12 years
Purchase orders	6 years
Cheque payment Listing (invoices received)	6 years
Payment Vouchers Capital and revenue. Copy invoices)	12 years
Goods received notes, advice notes and delivery notes	3 years
Perry cash vouchers and reimbursement claims	6 years
Debtors and rechargeable works records	6 years
Expenses and travel allowance claims	6 years
Asset register for statutory accounting purposes	10 years
Adopted annual budget	6 years
Financial Plan	6 years
Budget Estimates - Details Working papers and summaries	3 years
Bank Statements Electronic	6 years
Bank Statements Hard Copy	6 years
Prime evidence that money has been banked	6 years
Refer to Drawer (RD) cheques	3 years
Cancelled Expenditure cheques	3 years
Bank reconciliation	3 years
Cheques presented /drawn on the PC bank account	3 years
Grant/Funding Application & Claims	3 years
Precept Forms	Indefinitely
Internal Audit Plan/reports	3 years
Fees and Charges Schedules	6 years
Loans and investment Records temporary loan receipt	10 years (after redemption of load)
Current and expired insurance contracted and policies indefinitely Insurance record and claims	10 years (or if it is possible for a claim to be made)
VAT records, input, and output	10 years

Finance accounts of contracts executed under hand or seal	12 years from completion of contract
Redundancy records	6 years from date of redundancy
<b>PERSONNEL/EMPLOYMENT</b>	
Unsuccessful application form	6 Months to 1 year
Unsuccessful reference request	1 year
Successful application forms and CV	For duration of employment +6years
Reference received	For duration of employment +6years
Statutory sick records, pay, calculations certificates etc	For duration of employment +6years
Annual leave records	For duration of employment +6years
Unpaid leave/special leave	For duration of employment +6years
Annual appraisal/assessment records	Current year and previous 2 years
Time control record	2 years
Disclosure and Barring checks	6 months
Employee personnel files, training records, discipline and grievance records and working time records	6 years after employment ceases
Disciplinary or grievance investigations unproven	Destroy immediately after investigation or appeal
Statutory Maternity/Paternity records calculations, certificates etc	3 years after tax years in which the maternity period ended
Time sheets and overtime claims	6 years
Statutory end of years returns to Inland revenue and pensions records	Indefinitely
Income Tax and National Insurance Records	Not less than 3 years after the end of the finance year to which they relate
Wages/salary records, overtime bonuses expenses etc	6 years
Accident books, records, and reports	3 years from date of last entry (if child or young adult is involved, then until the person reaches the age of 21)
Redundancy records	6 years from the date of redundancy

<b>CORPORATE</b>	
Councillors Registers of Interests	When the Councillor is no longer a public office holder
Councillors Declaration of Acceptance office forms	When the Councillor is no longer a public office holder
Chairman Declaration of Acceptance of Office	When the term of office come to an end
All Parish Council minutes including minutes of committee, sub-committee meeting and working group minutes	Indefinitely and archived after 2 years
Policies and procedures	Until updated or reviewed
Asset management records	Indefinitely
Internal audit fraud investigation	7 years from date of outcome of investigation
Risk Register	Indefinitely
Risk assessments outside meetings & site meetings	6 years
Pre-tender qualification document, summary list of expression of interest received a summary of any financial or technical evaluations of interest initial application	1 years
Successful tender documentation Life of contract	6 years from date of final payment
Unsuccessful tender documentation	Will be held on file for 6 months and then destroyed in line with policy
Deeds of land or property	Indefinitely
Land and property rental agreement	6 years after expiry of the agreement
Property evaluation lists	Indefinitely
Lease agreements variation and valuation queries	12 years after the expiry of the agreement
Documentation referring to externally funded projects	6 years
Booking diaries	3 years

<b>OTHER</b>	
Hard copy routine correspondence	<p><b>Suggested</b> File management-retain until matter dealt with <b>minimum? and maximum period 6 months</b>. Where the PC believed that it is necessary to keep correspondence for an increased length of time, it will redact personal data from the correspondence</p>
Electronic routine correspondence	<p><b>Suggested</b> File management-retain until matter dealt with <b>minimum? and maximum period 6 months</b>. Where the PC believed that it is necessary to keep correspondence for an increased length of time, it will redact personal data from the correspondence</p>
Requests under the Freedom of Information Act 2000	<p><b>Suggested</b> File management-retain until matter dealt with <b>minimum? and maximum period 6 months</b>. Where the PC believed that it is necessary to keep correspondence for an increased length of time, it will redact personal data from the correspondence</p>
Planning Applications	<p><b>Suggested</b> Recommendations in connection with relevant planning applications are recorded in the minutes which are retained indefinitely. Correspondence (both hard copy and electronic) received in connection with planning applications will be retained in accordance with the routine documents/correspondence policy noted previously. Where an application is refused by the local planning authority, the application will be retained until the period within which an appeal can be made has expired</p>

<b>HEALTH AND SAFETY</b>	
Health and Safety Accident books and records	3 years after the date of the last entry (unless an accident involves chemicals or asbestos in which case it is retained for 40 years) if the accident concerns a child or young adult records must be retained until the person reaches the age of 21 years
Medical records contain details of employee exposed to asbestos or as specified by the control of substances hazardous to Health regulation 1999	40 years from the date of the last entry
Medical examination certificates	4 years from date of issue
Asbestos records for premises/property including survey and removal records	40 years
Parks and play area inspection reports	6 years
All inspection certificates	6 years
Repairs job sheet	2 years
Periodic machinery inspection tests (PAT equipment calibration ect)	2 years
Document relating to the process of collecting transporting and the disposal of general waste	3 years
Documents relating to the process of collecting transporting and the disposal of hazardous waste	10 years
Plant and equipment testing	2 years
Unusual Incident Forms	3 years
Manual Handling Assessment Forms	3 years