



# PORINGLAND PARISH COUNCIL

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Clerk to the Council: Mrs Faye LeBon FdA

## 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.

| RECORD   | RETENTION PERIOD   | NOTES  |
|--|--|--|
| Accident Report Forms  | 3 years (or 3 years after the Subject reaches their 18 <sup>th</sup> 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  | Until Minutes are agreed   | 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   |  |

| RECORD                                       | RETENTION PERIOD  | NOTES  |
|--|---|--|
| 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 Community Centre 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 70 <sup>th</sup> 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                           | 2 years is recommended, with the exception of Certificate of Employer's Liability Insurance, which should be 40 years | 40 years is the Limitation Period  |
| Job Applications – Unsuccessful applications | 3 years   |  |
| Land Surveys and Registers                   | Indefinite  |  |
| Leases                                       | Indefinite  |  |

| RECORD                                    | RETENTION PERIOD                             | NOTES   |
|---|--|---|
| Members Allowance Register                | 6 years                                      |   |
| Minutes – Full Council & Advisory Groups  | Indefinite                                   | Full Council – signed copy to be kept in paper format.<br>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 South Norfolk Council website                                 |
| 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                                      |   |

Policy Agreed Date: February 2019  
Next Review Date: February 2021