PORINGLAND PARISH COUNCIL

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Retention of Records Policy

Policy Reference	PPC 24
Version Number	2
Associated Documents	• PPC19 Data Protection inc GDPR • PPC9 Freedom of InformationPublication Scheme • PPC28 General Privacy Policy • PPC31 Information Security Policy
Last Review Date	July 2025
Frequency of Review	Two Years
Approved by	Full Council
Date for Next Review	July 2027

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	DISPOSAL
Accident Report Forms	Adults over 18 – 3 years Children up to 18 – until 21 years old		***Permanent deletion***
Accounts – Annual Audit Return	Indefinite	Can be stored at NRO	***N/A***
Accounts – Invoices / Vouchers	6 years from end of the relative financial year	For VAT purposes. Includes petty cash records.	***Confidential waste***
Accounts – Minor records	1 year from completion of audit	Paying in books / Cheque stubs / timesheets	***Confidential waste***
Agendas	5 years	Minutes form the official record of the meeting.	***Confidential waste***
Allotment Register & Plan	Indefinite	Can be stored at NRO	***N/A***
Audit Reports – Internal & External	Indefinite	Can be stored at NRO	***N/A***
Bank Statements	1 year from completion of audit		***Confidential waste***
Budgets	5 years		***Permanent deletion***
Buildings – papers relating to occupation	3 years after occupation ceases		***Confidential waste***
Buildings & Engineering Works – key records not covered elsewhere in this policy	For the life of the building		***Bin/Permanent deletion***
Burial Ground Records	Indefinite		***N/A***

RECORD	RETENTION PERIOD	NOTES	DISPOSAL
Cash books	6 years	VAT	***Confidential waste***
Complaints	10 years	Unless otherwise advised by a legal representative	***Confidential waste***
Contracts – council as customer	Permanent		***N/A***
Contracts – council as supplier	6 year from end of the relative financial year	Eg Community Centre hire	***N/A***
Debtors records	6 years from discharge of debt		***Confidential waste***
Deeds of Title	Indefinite		***N/A***
Delivery Notes	2 months	Until payment of invoice is made	***Bin***
Demand Notes	7 years		***Confidential waste/Permanent deletion***
Diaries	1 year after last date in diary		***Confidential waste***
Employment Records - Major	6 years after Subject leaves service or until 70th birthday, whichever is later	Letters of appointment, contracts and variations, related correspondence	***Confidential waste/Permanent deletion***
Employment Records - Minor	2 years	Annual Leave records	***Confidential waste***
Estimates / Quotations	6 years		***Bin/Permanent deletion***
Expense Claims	6 years		***Confidential waste***
Inspection Records – eg Boilers etc	Lifetime of item		***Bin/Permanent deletion***

RECORD	RETENTION PERIOD	NOTES	DISPOSAL
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	***Confidential waste/Permanent deletion***
Job Applications – Unsuccessful applications	3 years		***Confidential waste/Permanent deletion***
Land Surveys and Registers	Indefinite		***N/A***
Leases	Indefinite		***N/A***
Members Allowance Register	6 years		***Confidential waste***
Minutes – Full Council & Advisory Groups	Indefinite	Full Council – signed copy to be kept in paper format. Advisory Groups – copy to be kept electronically. Can be stored at NRO.	***N/A***
Minutes – Working Parties	5 years after completion of subject matter		***Confidential waste/Permanent deletion***
Pay Roll – Salaries & Pension	6 years		***Confidential waste/Permanent deletion***
PAYE Records	6 years		***Confidential waste/Permanent deletion***
Planning Applications	N/a	No longer supplied in paper format, viewed on South Norfolk Council website	***N/A***

RECORD	RETENTION PERIOD	NOTES	DISPOSAL
Property Acquisition and Disposal Records	Indefinite		***N/A***
Reports – Annual Parish Report	Indefinite	Archive of Council's activities	***N/A***
Reports – Meetings (major)	Indefinite		***N/A***
Reports – Meetings (minor)	3 years		***Confidential waste/Permanent deletion***
Serious Incident Files	Indefinite		***N/A***
Software Licences	Lifetime of software		***Bin/Permanent deletion***
Surveys – Buildings & Engineering	Indefinite		***N/A***
Tenders / Quotations	6 years		***Bin/Permanent deletion***
Training Records	7 years following termination of appointment	Both staff and councillors	***Confidential waste***
VAT Records	6 years		***Confidential waste/Permanent deletion***