

Lawford Parish Council



Records Retention Policy

The Minimum Retention Period is based on guidance from the National and Essex Association of Local Councils and input from Lawford Parish Councillors.

Type of Record	Format		Minimum Retention Period (Years)	Reason from EALC	Recommendation by Councillors
	Hard Copy	Digital			
Agenda – Council Meetings		✓	2		
Agenda – Non Council Meetings		✓	1		
Allotment Agreement	N/A at present		Indefinite		
Allotment – Register of Plans	N/A at present		Indefinite	Audit	
Asset Register	✓	✓	Indefinite		
Attendance Register		✓	Councillor Term of Office	4	
Audit documents - Monthly	✓	✓			Hard copies kept to facilitate requests to view
Annual (Internal)	✓	✓			
Annual (External)	✓	✓			
Bank Statements & Savings	✓			6	Audit
Bank Paying in Books	✓			6	Audit
Budget		✓		6	
Cheque Book Stubs	✓		Last completed Audit Year		Audit
Cheques Paid ? (Not sure what this refers to but on both Quality Council retention policies??? Have to check the Limitations Act - paid items appear in the accounts book and paid invoices are below so confused???)	✓			6	Limitations Act 1980
Customer (Residents) Surveys	✓	✓	Results Only	4	
Emails (Refer to new GDPR May 2018)					
Gifts Received Register	N/A at present	✓	Indefinite		
Grant Application by LPC	✓	✓	Keep with Audited financial docs	4	
Investments	✓		Indefinite		Audit
Invoices Paid	✓			6	VAT
Insurance Policies	✓	✓		6	Audit
Letters – general correspondence		✓		3	
Letters – general correspondence	✓			1	
Members Allowance Register	N/A at present			6	Limitations Act 1980

Members Attendance Register		✓	Councillor Term of Office	4	
Members Acceptance of Office	✓		Indefinite		
Members Declaration of Interest Register	✓		Indefinite		
Minutes - Full Council Meeting Minutes	✓		Indefinite		
Committee Minutes	✓	✓	Indefinite		
Non-Council Meetings	✓			4	
Minutes/notes – handwritten. This includes any notes taken by Members	✓		Until the minutes have been agreed		
Planning Applications	✓			3	
Planning Applications		✓		5	
Petty Cash	N/A at present			6	Limitations Act 1980
Postage Book (records all postings against purchased stamps)				6	Limitations Act 1980
Projects (LPC's 2006 policy states 10yrs - no mention of projects on either Gold Standard Quality Council's retention Policies - Councillors decision)					?
Quotations and Tenders – successful	✓		12years/Indefinite		Limitations Act 1980
Quotations as Tenders – unsuccessful	✓		Life of Tender		
Receipt and Payments - Accounts		✓		6	
Receipt Books of All Kinds	✓			6	VAT
Recorded Meetings (Councils decision - suggest 6months allows for any complaints that may be made about conduct at meetings and recordings ONLY available to the Clerk)		✓	6 months (only available to the Clerk)		?
Risk Assessments Play Area	✓			25	Public Liability
Scales of Fees and Charges	N/A at present				
Standing Orders	✓	✓	Keep until updated by NALC		NALC
Timesheets	N/A at present				
Title Deeds,	✓		Indefinite		Audit
Leases, Agreements, Contracts	✓		Indefinite		Audit
VAT Records	✓	✓		6	VAT
Wages Books (will have to check in old hard copy and electronic records if there are any wages records)				12	Superannuation

Adopted at meeting of 15/01/18 minute ref: 107/1718 e) iii)
For review May 2019