

KEY
P = Preserve permanently
R = Review
D = Destroy

Somersham Parish Council Management of Records Policy

RECORD	ACTION	MINIMUM RETENTION PERIOD	REASON
Administration			
Signed Minutes of council meetings	P	Indefinite	Archives
Reports & other documents circulated with agendas not attached to signed Minutes	R	Indefinite	Archives
Agendas (if Minutes do not survive)	P	Indefinite	Archives
Councillors' Declarations of Office	P	Indefinite	Archives
Nomination forms for parish council elections (if Minutes do not survive)	P	Indefinite	Archives
Byelaws and Orders	P	Indefinite	Audit, Management
Title Deeds	P	Indefinite	Audit, Management
Registration of Village amenity areas, plans, etc	P	Indefinite	Audit, Management
Property registers & terriers ¹ , including register and plans for allotments if any	P	Indefinite	Audit, Management
Maps, plans & surveys of property owned by the Council	P	Indefinite	Archives
Correspondence and papers on important local issues or activities	P	Indefinite	Archives
Planning applications and related papers for major controversial developments, also planning appeal decisions	P	Indefinite	
Leases, Agreements, Contracts & Wayleaves	P	Indefinite	Audit, Management
Quotations & tenders for major works	R	12 years/indefinite	Statute of Limitation
Quotations & tenders for minor works	D	12 years	Statute of Limitation
Unsuccessful tenders	D	3 years	Challenge

Routine correspondence, papers & emails	D	Retain as long as useful	
Personnel records		3 months	Limitation period
Health & Safety records		Indefinite	
Planning applications & related papers for minor works where permission is refused	D	Retain until appeal period has expired	
Scale of fees and charges	D	5 years	Management
Insurance Policies	D	7 years	
Finance			
Receipt and payment books	P	Indefinite	Archives
Investments	P	Indefinite	Audit, Management
Financial Returns to External Auditors (if general accounts do not survive)	D P	7 years	Audit
Cash & Petty Cash books & Rent Books (if general accounts do not survive)	D R	7 years	Tax, VAT, Limitation period
Receipt Books of all kinds	D	7 years	VAT
Postage Books	D	7 years	Tax, VAT, Limitation period
Bank Statements, including deposit/saving a/c's	D	Last completed audit year	Audit
Bank Paying-in books and cheque book stubs	D	Last completed audit year	Audit
Paid Invoices	D	7 years	VAT
Paid Cheques	D	7 years	Limitation Period
VAT records	D	7 years	VAT
Time sheets	D	Last completed audit year	Audit
Wage books	D	12 years	Limitation Period
Chairman Allowance Records	D	7 years	Tax limitation
Records relating to parish halls, centres and recreation grounds; applications to hire, lettings diaries,	D	7 years	

copies of bills to hirers and records of ticket issue			
Precept records and contribution orders	D	Retain as long as of value	
Miscellaneous			
Community News Letters	D	5 years	
Press cuttings books	P	Indefinite	
Photographs	P	Indefinite	
Any records dating from before 1894 now held by the council	P	Indefinite	Historical
Records of other bodies such as burial boards, charities, fire brigades, home guard units, local societies and <i>ad hoc</i> committees	P	See admin and finance	
Reports, Guides, handbooks etc received by the council from other bodies	R D	Retain as long as useful	
Planning applications & related papers for minor works where permission is granted		Retain until development has been completed	

¹ Terrier – A land terrier is a record system for council’s land and property holdings, typically it consists of written records related to a map

ADOPTED 6th June 2016.