

RUNWELL PARISH COUNCIL

Document Retention Policy

This policy was adopted: 2nd March 2026 Minute 185-26/03



PRIME OBJECTIVES

Runwell Parish Council acknowledges that effective records management is essential to meeting its legal and regulatory responsibilities and supporting efficient governance. This policy sets out the arrangements for the creation, maintenance, storage, and disposal of records held by the Parish Council, ensuring that information is managed in a consistent, secure, and compliant manner.

SCOPE OF THE POLICY

This policy applies to all records, in any format, that are created, received, or maintained by Runwell Parish Council in the course of its activities. A small proportion of these records will be identified for permanent retention and preserved as part of the Parish Council's archives for historical and research purposes.

RESPONSIBILITIES

Runwell Parish Council has a corporate responsibility to manage and maintain its records in accordance with all relevant legal and regulatory requirements. Overall responsibility for records management rests with the Parish Clerk, who is supported in this role by the Chairman.

RELATIONSHIP WITH EXISTING POLICIES

This policy should be read in conjunction with the parish council's

- Freedom of Information policy
- General data protection regulation policies

RETENTION SCHEDULE

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule that sets out the length of time specific categories of records must be retained. Runwell Parish Council has adopted a retention schedule in line with the National Association of Local Councils' Legal Topic Note LTN 40 (Local Councils' Documents and Records).

Document	Minimum retention period	Reason
Minute books	Indefinite	Archive
Scales of fees and charges	Six years	Management
Receipt and payment account(s)	Indefinite	Archive

Receipt books of all kinds	Six years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	Six years	Limitation Act 1980 (as amended)
Paid invoices	Six years	VAT
Paid cheques	Six years	Limitation Act 1980 (as amended)
VAT records	Six years generally but 20 years for VAT on rents	VAT
Petty cash, postage, and telephone books	Six years	Tax, VAT, and Limitation Act 1980 (as amended)
Timesheets	Three years (or last completed audit year)	Audit (requirement) and personal injury (best practice)
Wages books	12 years	Superannuation
Insurance policies	As long as a claim can be made under it	Management and legal proceedings
Certificates for Insurance against liability for employees	Indefinitely	Future claims
Investments	Indefinite	Audit and management
Title deeds, leases, agreements, contracts	Indefinite	Audit and management
Members allowances register	Six years	Tax and Limitation Act 1980 (as amended)
For halls, centre, and recreation grounds:		
Application to hire lettings diaries copies of bills to hires record of tickets issue	Six years	VAT
For allotments:		
Register and plans	Indefinite	Audit and management