

Coffinswell Parish Council

Record Management Policy

This policy was adopted by the Council at its Meeting held on 09 May 2018.

The next date for review is 16 May 2019.

The purpose of this policy is to ensure that Council records are kept in accordance with the law as advised by NALC.

All documents containing personal or sensitive information will be shredded prior to disposal.

Minimum Retention periods (based on NALC LTN 40)

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Minute books	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements inc deposit and 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	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year	Audit
Wages books	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753), management
Investments	Indefinite	Audit, management
Title deeds, leases, agreements, contracts	Indefinite	Audit, management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)

Planning

As the Parish Council no longer receives paper applications from Teignbridge District Council, any matters relating to planning will be kept as a reference for as long as the application is being dealt with.

Should the application be appealed, the council will retain electronic copies of any further correspondence sent to the District Council.

Personnel matters

Documentation relating to staff will be kept securely for as long as it would be possible for a claim to be made against the council or for reference purposes only.

Historical documents

Historical documents no longer required to be retained by the Council will be offered to the Devon Heritage Centre, Exeter.

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