

Broadwell PC  
 Clerk: Debbie Braiden  
 Date: 22/6/2022

## Document & Record Management Procedure

To comply with the Freedom of Information Act 2000 Publication Scheme this policy details the minimum retention time required for council documents before disposal.

### KEY

#### Action

P = Preserve at Gloucester Archive Centre

R = Review by Gloucester Archive Centre

D = Destroy

#### Storage

F = File

C = computer/cloud (Dropbox)

A = Gloucestershire Archives

Document	Action	Minimum Retention Period	Reason	Storage
Signed minutes	P	Indefinite	Archive	F, A
Agenda	P	Indefinite	Archive	C, F, A
Councillor's declaration of office	P	Indefinite	Archive	F
Title deeds / leases	P	Indefinite	Audit, management	F,C
Maps, plans and surveys of property owned by the Council	P	Indefinite	Audit, management	F
Quotations and Tenders	R	12 years / indefinite	Statute of Limitation	C, F
Unsuccessful tenders	D	3 years	Challenge	C, F
Quotations and tenders for minor works	D	12 years	Statute of Limitation	C, F
Annual Budget	P	Indefinite	Archive	C, F
Financial Returns / Income and Expenditure Accounts	P	Indefinite	Archive	C, F
Receipt books	D	6 years	VAT	C, F
Bank statements / deposit books	D	6 years	Council decision	F
Bank paying in books	D	6 years	Council decision	F
Cheque book stubs paid	D	6 years	Council decision	F
Paid Invoices	D	6 years + current	VAT	C, F
VAT records	D	6 years	VAT	C, F
Paid Cheques	D	6 years	Limitation period	C, F
Timesheets	D	Last Audit Year	Audit	F
Insurance policies	D	6 years	Audit	F
Payroll records	D	12 years	Limitation period	C, F
Investments	P	Indefinite	Audit, management	C, F
Certificate of employer's liability	D	40 years	Limitation period	F
Health and Safety Records	P	Indefinite	Archive	F
Risk Assessments	D	Indefinite	Audit	F, C
Accident Book		Indefinite		F

BROADWELL PARISH COUNCIL

Routine correspondence, papers, notes and emails	D	Retain as long as useful		C
Draft/rough/notes of minutes taken at meetings	D	After minutes are approved		Clerk notes
Councillors Declaration of Interests	D	After leaving the Council	Data Protection	F,C
Councillors Details	D	Remove from circulation after leaving	Data Protection	F,C
Staff records		7 years	Claims	F

## PARISH AND TOWN COUNCIL RECORDS

### Guidance from GAPTC on retention, disposal and care of parish and town council and parish meeting records

The schedule accompanying these guidelines lists the main types of parish and town council records and gives recommendations for their retention and/or disposal. The following notes provide an explanation of the terms used in the schedule and give additional guidance to clerks on how to assess the records in their care.

#### Records to be preserved permanently at the Gloucester Archive Centre (P = Preserve)

Records in this category, when no longer regularly consulted in the parish or town, should be deposited in the Gloucester Archive Centre. They are generally easy to identify; the obvious examples are the main series of signed council and committee minutes and the receipt and payment books. Other records may be less easy to select, in particular correspondence files on important local issues and planning applications and papers for major or controversial developments. Here individual clerks should be best placed to judge which documents relate to significant or contentious local issues about which more detailed information should be preserved. The following points, however, may assist clerks. Firstly, where detailed minutes survive there should be less need to preserve large amounts of correspondence. Secondly a filing system arranged by subject can ease considerably the process of selecting material on important issues. Lastly, important files can often be overloaded with material of an ephemeral nature; it is a good idea therefore to remove such papers from the files at a regular interval.

#### Records to be reviewed by the Gloucester Archive Centre for possible permanent preservation (R = Review)

Records in this category should be passed to the Gloucester Archive Centre for review, either when the prescribed minimum retention period is over, or when they are no longer required in the parish or town for administrative purposes.

#### Records that may be destroyed by the Council (D = Destroy)

A large number of parish and town council records, mainly financial, may be safely disposed of by the parish or town clerk, usually after a minimum retention period prescribed for audit or other statutory purposes generally 6 years. Where no minimum period is given records in this category may be destroyed when they are no longer required in the parish or town council administrative purposes. We would recommend reviewing these files after 5 years or when an office holder retires if sooner. All documents should be treated as confidential waste and shredded.

Source GAPTC