



# RETENTION OF DOCUMENTS POLICY

## Introduction

Illogan Parish Council creates a wide range of records to fulfil its duties. Some of these are of long-term historical interest and should be preserved permanently after their administrative usefulness has been served. Many, however, should be disposed of after an appropriate time.

The guidelines included in this policy will help the Council to manage their records, meet the requirements of the Freedom of Information Act and decide which records to keep and which ones to safely destroy.

## Explanation

### **Preserve - Records to be preserved permanently**

Records in this category, when no longer regularly consulted in the parish, should be stored safely with a view to depositing in the Cornwall Records Office.

### **Review – Records to be reviewed by the Cornwall Records Office for possible permanent preservation**

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

### **Destroy – Records that may be destroyed by the Council**

Many Parish Council records, mainly financial, may be safely disposed of by the Parish Clerk, usually after the minimum retention period prescribed for audit or other statutory purposes. Where no minimum period is given records in this category may be destroyed when they are no longer required in the parish council administrative purposes. These files will be reviewed every five years or when an office holder retires. All documents will be treated as confidential waste and shredded.



## Schedule

| Records   | Action   | Minimum Retention Period   | Notes                                    |
|---|--|--|--|
| <b>Administration</b>                               |  |  |  |
| Minutes of Council/meeting (signed series)          | Preserve   | Store safely with a view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement.<br><br>5 years            |  |
| Reports and other documents circulated with agendas | Review<br><br>Destroy if copies are included with the signed minutes | Store safely with a view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement.<br><br>5 years            |  |
| Agendas   | Preserve with copies of the minutes                                  | Store safely with a view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement.<br><br>5 years            |  |
| Councillors' declarations of office                 | Preserve   | Store safely with a view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement.<br><br>Term of office + 7 | Forward copies to the Monitoring Officer |



| <b>Records</b>                             | <b>Action</b>             | <b>Minimum Retention Period</b>  | <b>Notes</b>  |
|--|---------------------------|--|---|
|  |                           | years  |   |
| Register of Interests                      | Preserve                  | Store safely with a view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement.                                   | Forward copies to the monitoring officer.               |
| Grouping orders                            | Review                    | Store safely with a view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement.                                   |   |
| Nominations forms parish council elections | Destroy                   | Destroy after end of term of election.   |   |
| Byelaws and orders                         | Preserve one copy of each | Store safely with a view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement.                                   |   |
| Policy documents                           | Review                    | Store safely with a view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement or the policy has been superseded. | Include Members' information pack for future reference. |
| Title deeds                                | Preserve                  | Store safely with a view to depositing with the Cornwall   |   |



| <b>Records</b>  | <b>Action</b>                      | <b>Minimum Retention Period</b>  | <b>Notes</b>   |
|---|------------------------------------|--|--|
|   |                                    | Records Office as soon as there is no longer an administrative requirement.  |  |
| Property registers and terriers including register of allotments    | Preserve                           | Store safely with a view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement. |  |
| <b>Records</b>  |                                    |  |  |
| Maps, plans and surveys of property owned by the council or meeting | Preserve                           | Store safely with a view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement. |  |
| Correspondence and papers on important local issues or activities   | Review                             | Store safely with a view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement. | Consider the future social historic importance of documents.   |
| Village/parish appraisals and plans                                 | Review with a view to preserving   | Store safely with a view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement. |  |
| Planning applications and related paperwork; and also planning      | Review with the view to Destroying | Store safely with a view to depositing with the Cornwall Records Office as   | These may be held by another authority, in which case Destroy. |



| <b>Records</b>                              | <b>Action</b>                   | <b>Minimum Retention Period</b>   | <b>Notes</b>  |
|---|---------------------------------|---|---|
| appeal decisions                            |                                 | soon as there is no longer an administrative requirement.   | All planning applications will be retained in the office until the application has been approved or refused by Cornwall Council, they will then be destroyed. Planning applications that are withdrawn by the applicant will be retained for future reference if the application is re-submitted or amended and re-submitted. |
| Leases, agreements, contracts and wayleaves | Preserve/Review                 | Store safely with a view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement.                |   |
| Quotations and tenders (successful)         | Destroy                         | 12 years  | Statute of Limitation   |
| Quotations and tenders (unsuccessful)       | Destroy                         | 2 years   |   |
| Routine correspondence and papers           | Review with the view to Destroy | Store safely with a view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement.<br><br>6 years |   |
| Scale of fees and                           | Destroy                         | Once replaced by  |   |



| <b>Records</b>                          | <b>Action</b>   | <b>Minimum Retention Period</b>  | <b>Notes</b>   |
|---|---|--|--|
| charges                                 |   | new charges  |  |
| Insurance policies and Risk assessments | Destroy   | 7 years after expired – unless asbestos involved then minimum 40 years.  |  |
| Playground assessments                  | Destroy   | Once replaced by new assessments.  |  |
| Staff files                             | Destroy<br>*unless ill health retirement may be Asbestos related. Then keep until the person is 100 years of age. | 6 years after left employ unless through ill-health or industrial tribunal case (keep until person is 65).                           |  |
| <b>Finance</b>                          |   |  |  |
| Loan sanctions                          | Destroy   | 6 years after end of loan.   | Statute of Limitation  |
| Receipt and payment books               | Preserve or Review  | 6 years for VAT purposes   | Store safely with a view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement. |
| Vouchers before 1950                    | Destroy   | 6 years  | VAT  |
| Financial returns to district auditors  | Destroy, but Preserve if the receipt and payment books have not survived.   | Store safely with a view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement. |  |
| Cash and petty cash books and recent    | Destroy, but Preserve if the  | Store safely with a view to depositing   |  |



| <b>Records</b>   | <b>Action</b>                                 | <b>Minimum Retention Period</b>   | <b>Notes</b>                    |
|--|---|---|---------------------------------|
| books  | receipt and payments books have not survived. | with the Cornwall Records Office as soon as there is no longer an administrative requirement. |                                 |
| Receipt books of all kinds   | Destroy                                       | 6 years   | VAT                             |
| Postage and telephone books  | Destroy                                       | 6 years   | Tax, VAT, Statute of Limitation |
| Bank statements including deposit/saving accounts  | Destroy                                       | 7 years   | Audit                           |
| Bank paying-in books   | Destroy                                       | Last completed Audit year.  | Audit                           |
| Cheque book stubs  | Destroy                                       | Last completed Audit year   | Audit                           |
| Paid invoices  | Destroy                                       | 6 years   | VAT                             |
| Paid cheques   | Destroy                                       | 6 years   | Statute of Limitations          |
| VAT records  | Destroy                                       | 6 years   | VAT                             |
| Time sheets  | Destroy                                       | Last completed Audit year   | Audit                           |
| Wage books   | Destroy                                       | 12 years  | Statute of Limitations          |
| Members' allowances register   | Destroy                                       | 6 years   | Tax, Statute of Limitations     |
| Records relating to parish halls, centres and recreation grounds, applications to hire, letting diaries, | Destroy                                       | 6 years   | VAT                             |



| <b>Records</b>   | <b>Action</b>                   | <b>Minimum Retention Period</b>   | <b>Notes</b>                         |
|--|---------------------------------|---|--------------------------------------|
| copies of bills to hirers and records of tickets issued        |                                 |   |                                      |
| Precept books and contribution orders                          | Destroy                         | 6 years   | VAT                                  |
| <b>Miscellaneous</b>   |                                 |   |                                      |
| Maps created under the provision of the Rights of Way Act 1932 | Preserve                        | Store safely with a view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement.                |                                      |
| Community magazines newsletter                                 | Preserve one copy of each issue | Store safely with a view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement.<br><br>5 years |                                      |
| Press cuttings book  | Review                          | Store safely with a view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement.<br><br>5 years | Web pages are not a permanent record |
| Photographs  | Preserve                        | Store safely with a view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement.                |                                      |





| <b>Records</b>  | <b>Action</b>                                       | <b>Minimum Retention Period</b>  | <b>Notes</b>   |
|---|---|--|--|
| Any records dating from before 1894 not held by the council (e.g. poor law records, surveyors of highways accounts, enclosure awards) | Preserve  | Store safely with a view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement. |  |
| Any records of the parish council dating to before 1920   | Review  | Store safely with a view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement. |  |
| Records of other bodies such as burial boards, charities, fire brigades, home guard, local societies, ad hoc committees               | Preserve, but Review ephemeral with view to Destroy | Store safely with a view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement. | Archives, Local Authorities Cemeteries Order 1977 (SI 204) |
| Burial ground records listed in Local Authorities Cemetery Order 1977 No 204 Section 12   | Review  | Store safely with a view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement. |  |
| Reports, guides, handbooks etc, received by the council from other outside bodies   | Review/Destroy                                      | Store safely with a view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement. |  |
| Allotments  | Review and  | Store safely with a  | Management/Audit   |



| <b>Records</b>   | <b>Action</b> | <b>Minimum Retention Period</b>   | <b>Notes</b> |
|--|---------------|---|--------------|
| Registers & Plans  | Preserve      | view to depositing with the Cornwall Records Office as soon as there is no longer an administrative requirement.<br><br>5 years |              |
| Halls/Centers/Recs.<br>- Hire forms<br>- Letting details<br>- Invoices, Etc. | Destroy       | 6 years   | VAT          |

| <b>Review Date:</b> | <b>Reviewed By:</b>         | <b>Amendments</b>   | <b>Minute Number</b> |
|---------------------|-----------------------------|---|----------------------|
| 27.04.22            | Governance Review Committee | <ul style="list-style-type: none"> <li>Page 4 – Planning applications and related paperwork for major controversial developments; also planning appeal decisions - amend to read 'Planning applications and related paperwork; and also planning appeal decisions'</li> <li>Page 5 – Planning application for minor works where permission is refused - delete row</li> </ul> | GR22/04/18.2         |
| 28.06.23            | Governance Review Committee | None  | GR23/06/22.2         |
|                     |                             |   |                      |
|                     |                             |   |                      |