



# Longstanton Parish Council

## MANAGEMENT OF COUNCIL RECORDS adopted 11<sup>th</sup> May 2015

Key: P – Preserve permanently R – Review D - Destroy

Record	Action	Minimum Retention	Notes
<b>Democratic Process: Meetings</b>			
Signed Minutes of Council, Committee and Sub-Committee meetings	P	Indefinite	Archives
Signed Minutes of confidential business at Council meetings <i>Note that any relating to the Clerk should be in the custody of the Chairman</i>			
Reports and other documents circulated with agendas not attached to signed minutes	R	Indefinite	Archives
Agendas	P	Indefinite	Archives
Draft Minutes	D		Destroy when minutes approved
Reports and other papers circulated with Agenda	R	5 years	
Procedural Standing Orders and all committee Terms of Reference	P	Indefinite	Archives
Annual Parish Meeting reports	P	Indefinite	Archives
Annual Report to Parish Meeting	P	Indefinite	Archives
<b>Democratic Process: Code of Conduct</b>			
Chairman and Councillors' Declarations of Office	P	Indefinite	Archives
Councillors Register of Interest and Declaration of Interests	P	Indefinite	Archives 3 years after last Cllr has ceased to serve. Clerk acts as Monitoring Officer
Standards Board: notifications of complaint, process papers	D		Retain as long as useful

<b>Democratic Process: Elections and Casual Vacancies</b>			
Notices of elections/vacancies	D	After 4 year Council life	Minutes will note notices have been posted
Co-option application papers, criteria sheet and ballot papers	D	After 4 year Council life	
<b>Boundary Plans, Byelaws and Orders, Polices and strategic plans</b>			
Notices and plans relating to warding and boundary changes	P	Indefinite	Archives
Byelaws and Orders	P	Indefinite	Archives when superseded
Policy documents and strategic plans (including Publication Scheme)	P	Indefinite	Archives when superseded
Neighbourhood Plan, Parish Plan, etc.	P	Indefinite	Archives when superseded
Consultation papers relating to above	D	5 years after completion	
<b>Public Relations and Publications</b>			
Publications, including Newsletter	P	Indefinite	Archive after 5 years
Photographs	P	Indefinite	
Press Releases and press reports	P	Indefinite	Archives
Guides, handbooks and reports received from other authorities	D		Retain as long as useful
<b>Legal, Contracts and Insurance</b>			
Proceedings against/litigation to defend the authority	P	Indefinite	Archives 2 years after last action
Contracts	R		Major matter? Y – Archives after 2 years N – destroy 1 year after expiry
Major works: specification, evaluation criteria, successful tender documents	P	Indefinite	Retain for 7 years from expiry of contractual obligation or relationship – archives
Minor works: specification, evaluation criteria, successful tender documents	D	7 years	
Unsuccessful tenders	D	7 years	Challenge

Contracts for services: specification, evaluation criteria, successful tender documents	D	7 years after expiry	
Leases, Agreements, Contracts and Wayleaves	P	Indefinite	Archives
Licence agreements for use of property	D	13 years after cessation of use	To defend against adverse possession
Insurance Policies	P	Indefinite	Challenge
Claims against the Authority	P	Indefinite	
Title Deeds, Land Registration, etc.	P	Indefinite	Archives
Maps, plans and surveys of property owned by the Parish Council	P	Indefinite	Archives
Correspondence and papers on important local issues or activities	P	Indefinite	Archives
<b>Staff Records</b>			
Recruitment: adverts, applications, interview papers (unsuccessful candidates)	D	7 years after termination of contract	
Application and interview papers for successful candidate	D	7 years after termination of contract	Statute of Limitations
Personnel Records: contract of employment, appraisals, training, pay, Income Tax, pensions	D	7 years after termination of contract	Statute of Limitations
Leave records	D	7 years after termination of contract	
Attendance Records	D	7 years after termination of contract	
Timesheets	D	7 years after termination of contract	

<b>Finance</b>			
Annual Return and Accounts	P	Indefinite	Archives
Receipt and payment books or other principal accounting records	P	Indefinite	Archives
Precept papers: budget, justification and precept request	P	Indefinite	Archives
Reconciliations and summaries of accounts	D		After end of Audit period
VAT records	D	7 years	VAT
Orders, invoices, receipts, bank statements, cheque books and VAT records	D	7 years	7 years after end of financial year in which created
Member Allowances Register	D	7 years	Statute of Limitations
Loan Files	D	7 years	Minutes will record
Grants to local bodies	D	7 years	Minutes will record
Scales of fees and charges	D	7 years	
<b>Property</b>			
Asset Register including property registers and terriers (Council's record of land holdings)	R		Continuously updated Archive every 5 years
Title deeds and Land Registry Certificates	P	Indefinite	Retain working copies
Title deeds: epitomes, lists and transcripts	P	Indefinite	After disposal of property – Archive
Legal papers relating to sale	D or P		Is this a significant property? Destroy 15 years after all obligations /entitlements concluded. Y – Archives
Plans, surveys, installation manuals, certificates of approval	R		Retain for life of property/ building Therein after destroy or archive.
Parish buildings, recreation grounds, etc.: Hire conditions, applications to hire, lettings diaries and related papers	D	22 years	Based on possible 21 years for child injury claim
Correspondence relating to maintenance improvements	R	7 years	

<b>Health &amp; Safety</b>			
Equipment safety inspection records	D	22 years	After disposal of equipment
Monitoring records	D	22 years	After disposal of equipment
Accident	D	26 years	After last entry
<b>Cemeteries &amp; Burial Grounds</b>			
ALL burial ground records (registers, plans, applications for interment and memorials and copy certificates of grant of exclusive right of burial)	P	Indefinite	Archives Cemeteries Orders and Regulations
<b>Commons, Village Greens, Rights of Way, Tree Preservation Orders, Statutory Designations</b>			
Papers relating to Initial Registration	P		Retain copy as long as useful for admin, archive when registration complete
Commons/Village Green register and entry plan	P	Indefinite	Retain for local use but District Council will have statutory record as permanent record
Rights of Way Map	R		Retain for local use but District Council will have statutory record as permanent record. Replace with any superseded copy
Tree Preservation Orders	R		Retain for local use but District Council will have statutory record as permanent record
Countryside Access Schemes	R		Retain for local use but District Council will have statutory record as permanent record
Designation of Areas of Special Scientific Interest	R		Retain for local use but District Council will have statutory record as permanent record

<b>Planning</b>			
Regional, County and Local frameworks/plans	R		Retain for local use but District Council will have statutory record as permanent record – destroy when superseded
Consultation relating to Regional, County and Local frameworks/plans, papers and responses	R		Was comment significant? Y/N Y – offer to archives after end of local relevance N – destroy 2 years after publication of final document
Planning applications, permission notices	R		Where permission granted – retain until development complete and conditions discharged. Where permission refused – destroy after 1 year (or longer if of local importance) If appealed, destroy 1 year after decision and judicial review period.
Comment upon planning applications (statutory consultee)	P		Retained by District Council Retain summary sheet including comment, index by street to provide parish planning history for admin use
<b>General Administration</b>			
Receipts for records transferred to archives	P	Indefinite	To assist with FOI enquiries.
Records management schedule	R		To assist with FOI enquiries, lodge copy with archives upon each review. Destroy local copies after 20 years
Register of disposals as per records management schedule	R		If retained separately from records management schedule, transfer to archives 20 years after last entry

### Document History

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