

1. Items to be permanently retained

Item	Notes
Minutes of council/ committee meetings	<i>Signed copies, once a signed copy is available all notes taken at the meeting and any draft copies of minutes should be disposed of.</i>
Reports and other documents circulated with agendas	<i>If a copy is attached and is included with signed minutes, these can be destroyed.</i>
Title deeds	<i>The original kept in a fire proof safe</i>
Bylaws and orders	<i>One copy of each is sufficient.</i>
Property registers and terriers, including registers of allotments.	
Maps, plans and surveys of property owned by the council or parish meeting.	
Receipt and payment books	<i>For historical records</i>
Maps created under the provision of the Right of Way Act 1932.	
Community magazines and newsletters	<i>One copy of each edition. These are a very useful social history account.</i>
Press cuttings book Photographs	<i>Also useful for social history and show the changes taking place over time in the area</i>
Cine film and video recording.	<i>Archived in a fire proof container</i>
Planning applications and related papers for major or controversial developments; also planning appeal decisions	<i>Previous applications are sometimes used to weight the refusal/granting of applications. Appeal decisions can be used as a reason for further permissions or future refusal.</i>
Correspondence and papers on important local issues or activities	<i>Perhaps these could be précised to aid archiving.</i>

2. For review for possible retention.

These documents should be passed to the County Archivist **only after the minimum prescribed length of time, and when no longer required by the Clerk or Council.**

Item	Notes
Appeal decisions	<i>See above</i>
Leases, agreements, contracts and wayleaves	<i>Retain while in force.</i>
Quotations and tenders for major works	<i>Retain for 12 years</i>

3. For destruction when no longer of use to the Council or Clerk (please see additional notes)

Item	Notes
Agendas	<i>P if minutes do not survive</i>
Councillors' declarations of office	<i>P if minutes do not survive</i>
Nominations from parish council elections	<i>P if minutes do not survive</i>
Quotations and tenders for minor works	<i>R after 12 years S of L</i>
Unsuccessful tenders	<i>R after 3 years (unsuccessful contractors may wish to contest the Council's decision)</i>
Routine correspondence and papers	<i>Depending on the issues raised in the correspondence, some papers may be require longer than others.</i>
Planning applications for minor works where granted	<i>Retain until development has been complete</i>

Planning applications for minor works where permission is refused	<i>Retain until the appeal dates have expired.</i>
Scale of fees	<i>R after 5 years, S of L</i>
Insurance policies	<i>Can be destroyed at the end of their current year. However if a claim may be on the way then keep for 7 years.</i>
Cash & Petty cash books Receipts books of all kinds Postage stamp & telephone books Paid invoices Paid Cheques VAT records	<i>Minimum time is 6 years. Due to S of L, VAT regulations & tax purposes.</i>
Bank statements, including deposit /savings accounts. Paying in books Cheque stub books Time sheets	<i>For audit purposes. (Some of these may also be of use for social history)</i>
Cash & Petty cash books Financial returns to district auditor	<i>May be destroyed, but P if general accounts do not exist</i>
Wages records	<i>R after 12 years minimum, S of L</i>
Emails, memos between Councillors, Clerk and Councillors, members of the public and the Clerk and Councillors.	<i>D After completion of issue, or every 18 months whichever is the longer</i>

P=Permanently Keep

R= Send to county archivist – they can review as required.

D=Destroy at the end of their usefulness or at the end of the Statute of Limitations (S of L)

Policy Prepared by: R Woods/S Evans
Approved by Council on: 1 st November 2021
Policy became operational on: 6 th December 2021
Next review date: December 2023