

RETENTION and DISPOSAL GUIDELINES

The schedule accompanying these guidelines lists the main types of parish 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 on how to assess the records in their care.

Records to be Preserved Permanently At the Cornwall Records Office

Records in this category, when no longer regularly consulted in the parish, should be deposited in the Cornwall Records Office (CRO). 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.

Further information on how to deposit archives at the CRO can be found on the County Council website www.cornwall.gov.uk.

Records to be Reviewed by the CRO for Possible Permanent Preservation

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

Records that may be Destroyed by the Council

A large number of parish council records, mainly financial, may be safely disposed of by the parish 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 for administrative purposes.** All documents should be treated as confidential waste and shredded.

Adopted by Full Council on

Signed: (Cllr. Coles)
Chairman

Records	Action	Minimum Retention Period	Notes
ADMINISTRATION			
Minutes – signed	Preserve	Transfer to CRO as soon as there is no administrative need	
Reports and other documents circulated with agendas	Review	Transfer to CRO as soon as there is no administrative need	Destroy if copies are included with signed Minutes
Agendas	Destroy		Held electronically
Members' Declarations of Office	Preserve	Transfer to CRO as soon as there is no administrative need	
Register of Interests	Destroy	Destroy at end of time in office	Copies held by CC
Nomination forms for elections	Destroy	Destroy at end of time in office	Copies held by CC
Byelaws and orders	Preserve	Transfer to CRO as soon as there is no administrative need	
Policy documents	Preserve		
Title deeds	Preserve	Transfer to CRO as soon as there is no administrative need	
Property registers, incl allotment registers	Preserve	Transfer to CRO as soon as there is no administrative need	
Maps, plans and surveys or property owned by the PC	Preserve	Transfer to CRO as soon as there is no administrative need	
Correspondence and papers on important local issues or activities	Review		Consider the future social historic importance
Parish appraisals, plans, NDP	Preserve	Transfer to CRO as soon as there is no administrative need	
Planning applications and related papers for major controversial developments	Destroy		Copies held by CC
Leases, agreements, contracts and wayleaves	Review with the view to Preserve	Transfer to CRO as soon as there is no administrative need	
Quotations and tenders (successful)	Destroy	12 years	Statute of Limitation
Quotations and tenders (unsuccessful)	Destroy	2 years	
Routine papers and correspondence	Review		Some will be held electronically
Planning applications for minor works	Destroy	Immediately after the PC has made its decision	CC hold copies

Scale of fees and charges	Destroy	Once replaced by new charges	
Insurance policies and risk assessments	Destroy	7 years after expired – unless Asbestos involved then minimum 40 years.	
Playground assessments	Destroy	1 year	
Staff files	Destroy ⁽¹⁾	6 years after left employ unless through ill-health or industrial tribunal case (keep until person is 65)	⁽¹⁾ Unless ill health retirement may be Asbestos related. Then keep until person 100 years old
FINANCIAL			
Loan sanctions	Destroy	6 years after end of loan	Statute of Limitation
Receipt and payment books	Preserve		Copies held electronically
Annual Returns to External Auditor	Destroy	3 years	
Cash and petty cash books and rent books	Destroy	6 years	Tax, VAT, Statute of Limitation
Receipt books of all kinds	Destroy	6 years	
Bank statements	Destroy	Last completed audit year	
Bank paying-in books	Destroy	Last completed audit year	
Cheque book stubs	Destroy	Last completed audit year	
Paid invoices	Destroy	6 years	
VAT records	Destroy	6 years	
Wage books	Destroy	12 years	Held electronically
MISCELLANEOUS			
Any records dating to before 1894, e.g. poor law records	Preserve	Transfer to CRO as soon as there is no administrative need	
Any PC records dating to before 1920	Review	Transfer to CRO as soon as there is no administrative need	
Records of other bodies such as burial boards, charities, etc.	Preserve, but review ephemeral with a view to destroy	Transfer to CRO as soon as there is no administrative need	
Cemetery records	Preserve	Transfer to CRO as soon as there is no administrative need	
Reports, guides, handbooks, etc received from other bodies	Destroy	When no longer needed	
Allotment registers and plans	Review	Transfer to CRO as soon as there is no administrative need	