



Beaudesert & Henley-in-Arden

Joint Parish Council

Working for the Benefit of the Residents of Henley-in-Arden

Joseph Hardy House, 150 High Street, Henley-in-Arden, Warwickshire B95 5BS
Telephone: 01564 795499 Website: www.henley-in-arden-pc.gov.uk

BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL

DOCUMENT RETENTION POLICY

MINUTES

Original signed paper copies of JPC Minutes of meetings must be kept for an indefinite period in safe storage. The JPC should consider archiving their Minutes at regular intervals - not more than five years, and deposited with Warwickshire County Council Records Office

Reason: Archive

Agendas

To be kept for a period of five years and thereafter disposed of as confidential waste.

Reason: Management

Accident/Incident Reports

To be kept for a period of twenty years and thereafter to be disposed of as confidential waste.

Reason: Potential claims

Receipt & Payment Accounts

To be kept indefinitely.

Reason: Archive

All Receipt Books

To be kept for a period of six years and then destroyed.

Reason: VAT

Bank Statements, including all deposit and savings accounts

To be kept from the last completed audit year and then disposed of as confidential waste.

Reason: Audit Regulations

Bank Paying in Book

To be kept for the last completed audit year and then disposed of as confidential waste.

Reason: Audit Regulations

Cheque Book Stubs

To be kept for the last completed audit year and then disposed of as confidential waste.

Reason: Audit Regulations

Quotations and Tenders

Successful quotations/tenders to be kept for six years.

Unsuccessful tenders/quotations to be disposed of as confidential waste after confirmation of successful bid.

After six years, successful quotations/tenders will be disposed of as confidential waste – A list will be kept of the documents which have been disposed of to meet the requirements of the GDPR.

Reason: Limitations Act 1980 (as amended)

Paid Invoices

To be kept for six years and then disposed of as confidential waste.

Reason: VAT

Paid Cheques

To be kept for six years and then disposed of as confidential waste.

Reason: *Limitations Act 1980 (as amended)*

VAT Records

To be kept for six years, except for any rents received, which will be kept for twenty years, and then disposed of as confidential waste.

Reason: *VAT*

Clerk Timesheets

To be kept for three years and then destroyed

Reason: *Audit (requirement) and Personal Injury (best practice)*

Payroll

To be kept for twelve years and then disposed of as confidential waste.

Reason: *Pension legislation*

Insurance Policies

To be kept while valid and then destroyed.

Reason: *Management*

Insurance Company Names and Policy Numbers

To be kept indefinitely.

Reason: *Management*

Employers Liability Certificates

To be kept for forty years from the date in which insurance commenced or was renewed and then destroyed.

Reason: *The Employers Liability (Compulsory Insurance) Regulations 1998 (SI 2753) and management.*

Play Equipment Inspection Reports (Weekly & Quarterly)

To be kept for twenty-one years

Reason: *Potential Claims*

Correspondence

To be disposed of as confidential waste as soon as the issue has been resolved.

Reason: *GDPR and there is no justification in holding on to personal details.*

Approved: Beaudesert & Henley in Arden Joint Parish Council approved on 30th September 2019