

BRADNOP PARISH COUNCIL

Document Retention Policy

Adoption and review

Document owner	Clerk / Proper Officer
Version	v1.0
Date adopted	25 th August 2026
Minute reference	104/26
Review frequency	Annually
Next review due	August 2027

1. Introduction

This policy sets out the approach of Bradnop Parish Council towards the retention, storage, and disposal of documents and records. Its aim is to ensure compliance with legal obligations and best practice guidance, safeguarding the Council's interests, and maintaining transparency for the community. The policy applies to all council staff and members.

2. Legal and Regulatory Framework

The Council's document retention arrangements are informed by guidance from the National Association of Local Councils (NALC), the Staffordshire Parish Councils' Association (SPCA), and relevant statutory requirements, including the Data Protection Act 2018 and the Freedom of Information Act 2000. The Council also refers to best practice examples available on the NAL website and other local government resources.

3. Retention Table

Document Type	Retention Period	Rationale
Agendas	6 years	Supports audit processes and transparency; aligns with SPCA recommendations.
Bank paying-in books	Last completed audit year	Audit
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Certificates for Insurance against liability for employees	Indefinitely	Future claims
Cheque book stubs	Last completed audit year	Audit
Contracts and Agreements	6 years after expiry	Legal limitation period for contract claims; NALC suggests retention to address potential disputes.
Correspondence (general)	2 years	Allows for follow-up and reference; not required for long-term retention.
Insurance policies	As long as a claim can be made under it	Management and legal proceedings
Investments	Indefinite	Audit and management
Members allowances register	Six years	Tax and Limitation Act 1980 (as amended)
Minute books	Indefinite	Archive
Paid cheques	Six years	Limitation Act 1980 (as amended)
Paid invoices	Six years	VAT
Personnel Records	6 years after employment ends	Ensures compliance with employment law and allows for reference in case of disputes.
Petty cash, postage, and telephone books	Six years	Tax, VAT, and Limitation Act 1980 (as amended)

Planning Applications	1 year after decision	For reference and community engagement; not required for permanent retention.
Quotations and tenders	Six years	Limitation Act 1980 (as amended)
Receipt and payment account(s)	Indefinite	Archive
Receipt books of all kinds	Six years	VAT
Registers (e.g. assets,	Permanently	Required for transparency and historical record-keeping.
Scales of fees and charges	Six years	Management
Timesheets	Three years (or last completed audit year)	Audit (requirement) and personal injury (best practice)
Title deeds, leases, agreements, contracts	Indefinite	Audit and management
VAT records	Six years generally but 20 years for VAT on rents	VAT
Wages books	12 years	Superannuation
For halls, centre, and recreation grounds:		
Application to hire lettings diaries copies of bills to hires record of tickets issue	Six years	VAT
For allotments:		
Register and plans	Indefinite	Audit and management
For burial grounds:		
Register of fees collected, register of burials, register of purchased graves, register/plan of grave spaces, register of memorials, applications for interment, applications for right to erect memorials, disposal certificates, and copy certificates of grant of exclusive right of burial.	Indefinite	Archives and Local Authorities Cemeteries Order 1977 (SI. 204)

Documents are reviewed annually by the Clerk to the Council. Where records are no longer required, they are securely disposed of in accordance with the Council's confidentiality and data protection requirements. Paper records are shredded, and electronic records are permanently deleted. Any disposal is recorded for audit purposes.

5. Policy Review

This policy shall be reviewed every two years or sooner if required by legislative changes. The Clerk is responsible for initiating the review and presenting any amendments to the Council for approval.

References: National Association of Local Councils (NALC), Staffordshire Parish Councils' Association (SPCA), NAL website, Data Protection Act 2018, Freedom of Information Act 2000.