

## BUSPC Document Retention Policy

### DOCUMENT RETENTION POLICY

#### PARISH OFFICE

RECORDS	LOCATION	DESTRUCTION	MEANS
Minute Books including all meetings, committees etc.	Parish Office	10 years, then retain in the Parish Office for archive	N/A
Notes from meetings	Parish Office	Once Minutes adopted	Shredding
Reports	Parish Office	6 years, then retain in the Parish Office for archive	N/A
Correspondence	Parish Office	6 years. Destroy general correspondence but retain items of importance for archive	Shredding/Recycling where appropriate/ Electronically erased
Title Deeds, leases, agreements, contracts	Solicitor and Parish Office	N/A	N/A
Financial information: Audit/Inland Revenue	Parish Office	See Appendix 3	
Planning Applications	Parish Office	3 months as planning documents can be accessed online or through NLC Planning Department	Recycle as these documents are available to all members of the public
Allotments	Parish Office	Individual allotment info destroyed 1 years after hiring ceases	Shredding/Recycling where appropriate/ Electronically erased
Cemetery Information/ Records Memorial Inspections	Parish Office	See Appendix 2	
Health & Safety including Risk Assessments	Parish Office	N/A – Information retained	
Personnel Records	Parish Office	6 years after employment ceases	Shredding/ Electronically erased
Job Applications where candidate unsuccessful	Parish Office	6 months	Shredding/ Electronically erased
Members Allowances Register	Parish Office	6 years (Tax, Statute of Limitations)	Shredding/ Electronically erased
Sickness Records	Parish Office	3 years after the end of each tax year for Statutory Sick Pay purposes	Shredding/ Electronically erased
Accident Books	Parish Office	3 years from the date of each entry	Shredding/ Electronically erased

**DOCUMENT RETENTION POLICY**

**BURTON UPON STATHER BURIAL GROUND**

RECORDS	LOCATION	DESTRUCTION	MEANS
Correspondence	Parish Office	6 years. Destroy general correspondence but retain items of importance for archive	Shredding/Recycling where appropriate/ Electronically erased
Title Deeds, leases, agreements, contracts	Solicitor and Parish Office	N/A	N/A
Financial information: Audit/Inland Revenue	Parish Office	See attached sheet	
Cemetery Information/ Records Memorial Inspections	Parish Office	N/A – Information retained Retain	
Burial Grounds - Register of fees collected - Register of burials - Register of purchased graves - Register/plan of graves spaces - Register of memorials - Application for interment - Applications for right to erect memorials - Disposal certificates - Copy certificates of grant of exclusive right of burial	Parish Office – See Burial Clerk. Records to be retained indefinitely by Burton Upon Stather Parish Council	Retain in the Parish Office for archive	
Health & Safety including Risk Assessments	Parish Office	N/A – Information retained	
Personnel Records	Parish Office	6 years after employment ceases	Shredding

## DOCUMENT RETENTION POLICY

### FINANCE

RECORDS	LOCATION	DESTRUCTION	MEANS
Minute Books including all meetings, committees etc.	Parish Office	10 years, then retain at the Parish Office for archive	N/A
Scales of Fees and Charges	Parish Office	5 years	Shredding/Recycling where appropriate/ Electronically erased
Receipt & Payment (or Income & Expenditure) Accounts	Parish Office	6 years, then retain at the Parish Office for archive	
Receipt books of all kinds	Parish Office	6 years	VAT
Bank statements, including deposit/savings accounts	Parish Office	2 years or last completed audit year	Shredding
Bank Paying-in Books	Parish Office	2 years or last completed audit year	Shredding
Cheque Book Stubbs	Parish Office	2 years or last completed audit year	Shredding
Quotations and Tenders	Parish Office	12 years/indefinite (Statute of Limitations)	Shredding
VAT Invoices	Parish Office	6 years (VAT)	Shredding
Paid Cheques	Parish Office	6 years (Statute of Limitations)	Shredding
VAT Records	Parish Office	6 years (VAT)	Shredding
Petty Cash, Postage and Telephone Books	Parish Office	6 years (Tax, VAT, Statute of Limitations)	Shredding
Timesheets	Parish Office	Last completed Audit	Shredding
Wages Books	Parish Office	12 years (Superannuation)	Shredding
Insurance Policies	Parish Office	While valid	Shredding
Investments	Parish Office	Indefinite (Audit Management)	N/A
Subscription records	Parish Office	3 years after cessation of membership	Shredding