

Archive Policy – October 2021

FUNCTION	ARCHIVE POLICY
LEGAL DOCUMENTS	
Minute books/files	Keep permanently. Archived to Huntingdon Library. Minutes for the current term of the Council and the previous 4 years to be kept in secure storage in the Parish Council Office.
Draft notes of minutes	Destroyed once the minutes have been approved.
Burial Records	Paper – Keep permanently in secure storage in Parish Council Office. Electronic – backed up after each amendment to external hard drive.
Deeds/Leases	Originals archived. Keep photocopies in secure storage in Parish Council Office.
Correspondence relating to deeds/leases	Filed in secure storage at Parish Council Office
INLAND REVENUE/VAT/PENSIONS/INSURANCE	
Pension	Keep any records until 3 years after the death of the former employee. Paper – in secure storage. Electronic records backed – up to external hard drive.
Inland Revenue	Keep for 7 years in secure storage
VAT	Keep for 10 years in secure storage
Certificates of Employers Liabilities	Keep permanently – in non-secure storage
Public Liability Insurance Policies (including receipts for payments and certificates)	Keep for 21 years – in secure storage
PLANNING	
Consultation Papers	General applications kept for 3 years in non-secure storage. Applications for larger or controversial developments kept for 5 years after completion in non-secure storage.
Parish Council Planning Applications	Keep permanently in secure storage

CONTRACTS	
All paperwork relating to contracts and tenders – successful	Paper – Keep for 7 years after the completion of the project. Paper under seal – keep for 12 years Electronic – keep for 12 years
Unsuccessful applicants	Destroy 2 years after the start of the contract
COMPUTER HARD DRIVES	
Data on PC	Retained until computer is replaced. All data to be copied and the hard drive destroyed. Data to be kept securely.
EMPLOYMENT OF STAFF	
Recruitment and selection	Permanent record of appointment in the Council minutes. Keep all paperwork for successful candidates for 6 years after termination of employment Unsuccessful applicants – destroy after 6 months
Personnel File – disciplinary and grievance procedures	Archived after employment terminated. Destroyed 6 years after termination of employment.
Annual Appraisal	Keep whilst employed. Destroyed at termination of employment.
Annual Leave Forms	Destroy 2 years after action completed
Termination Process	Destroy 6 years after termination of employment
Payroll records – timesheets, absence/sickness records, P60, payslips, pension payments	Current year plus 6 years
FINANCE	
Invoices	Current year plus 6 years
Receipt Books	Current year plus 6 years
Petty Cash vouchers	Current year plus 6 years
Bank statements	Current year plus 6 years
Bank reconciliations	Current year plus 6 years
List of authorised signatories	Keep for 6 years after cease to be signatory or the list is superceded

COUNCILLORS	
Declaration of Acceptance of Office	Keep permanently
Register of Interest	Register of all current members to be retained. Retain for 18 months after a member leaves.
OTHER MATERIAL	
Historical Events/Celebrations eg Millenium	Keep for historical record
General Paperwork	Review every 2 years. Anything controversial or on-going – keep Anything else - destroy

NB:

Secure storage in Parish Council Office – locked fire cabinet, locked filing cabinets.

Non-secure storage in Parish Council Office – open shelving in storeroom.

Archive facility – County Council Archive Office, Ely

Documents to be destroyed will be shredded

All items will be boxed and clearly labelled

Detailed lists of box contents will be kept