Chilton Parish Council
Document Retention Periods

DOCUMENT	PAPER / ELECTRONIC	LOCATION	STANDARD MINIMUM RETENTION PERIOD	PROPOSED MINIMUM RETENTION PERIOD
Administration				
Agendas	E	Computer	3 years	3 years
Clerk's Personnel records	P	Chairman	9 months after ceasing employment	15 months after ceasing employment*
Contracts	P	File	Indefinitely	Indefinitely
Declaration of Office Chairman	P	Admin File	Term of Office plus 1 year	Term of Office plus 1 year
Declaration of Office Councillor	P	Admin File	Term of Office plus 1 year	Term of Office plus 1 year
Election documents	P	Admin File	6 months after Election	6 months after Election
Inspection Reports	P	Admin File	Indefinitely	Indefinitely
Leases	P	File	Indefinitely	Indefinitely
Newsletter	E	Computer	Indefinitely	Indefinitely
Planning Applications & Responses	E	BDC website		
Register of Interests	E	BDC website		
Routine Correspondence	P	Correspondence File	Retain as long as useful	Retain as long as useful
Routine emails	E	email account	Retain as long as useful	Retain as long as useful
Signed Minutes of Annual Parish Meeting	P	Minutes File	Indefinitely	Indefinitely
Signed Minutes of Council Meetings	P	Minutes File	Indefinitely	Indefinitely
Finance				
Annual Return	P	Accounts File by Year	Indefinitely	Indefinitely
Bank paying-in books & Cheque book stubs	P	Finance File	Last completed audit year	2 years
Bank Statements	P	Accounts File by Year	Last completed audit year	12 years
Clerk expenses	P	Accounts File by Year	6 years	12 years
Insurance policies	P	Accounts File by Year	Indefinitely	Indefinitely
Paid Invoices	P	Accounts File by Year	6 years	12 years
PAYE returns including hours paid	P	Accounts File by Year	6 years	12 years
Quotation and tenders	P	Accounts File by Year	12 years	12 years
Receipt & Payment Accounts	P	Accounts File by Year	Indefinitely	Indefinitely
Receipt Books	P	Accounts File by Year	6 years	12 years
VAT records	P	Accounts File by Year	6 years	12 years
Burial Authority				
Administration Processes, Plan of Grave spaces, Registers and copy certificates	P	Burials File	Indefinitely	Indefinitely

* To ensure that an old clerk's personnel file (including Contract of Employment) is available for a year-end audit no matter when he / she left. However, from an employer viewpoint a “personnel record” cannot be deleted lock, stock and barrel and it would be worthwhile following the Information Commissioners Office:

An employer should review the personal data it holds about an individual when that individual leaves the organisation’s employment. It will need to retain enough data to enable the organisation to deal with, say, providing references or information about the individual’s pension arrangements. However, personal data that is unlikely to be needed again should be removed from the organisation’s records – such as the individual’s emergency contact details, previous addresses, or death-in-service beneficiary details.