

RETENTION GUIDELINES FOR COMMUNITY COUNCILS

RECORD TYPE	RETENTION PERIOD	ACTION	NOTES
Minutes (Signed)	Permanent	Keep	Good practice. Keep as a historical record of the Council's activities and views on local issues. Where are these kept? Agreed: two copies of signed minutes: one to be sent to Fife Council and the other retained in the community council's filing cabinet.
Minutes - duplicate	Current	Destroy	Destroy other copies of minutes as soon as they are no longer needed. Agreed
Secretary's notes of meeting	Keep until minutes approved at the next meeting	Destroy	Common practice. Agreed
General Correspondence	3 years	Destroy	* No legal requirement, how long is it useful to you? What is NQCC's policy? Where is this kept? Agreed: all hard correspondence stored in the filing cabinet and soft correspondence stored on a CD also in the filing cabinet.
Correspondence relating to planning applications and rights of way	5 years	Destroy	*No legal requirement, how long is it useful to you? What is NQCC's policy? Agreed: Keep copies in the filing cabinet
Circulars and reports from Fife Council and other bodies	Current	Destroy	Common practice destroy when superseded or no longer needed for reference Agreed: Keep anything relevant in the filing cabinet

RECORD TYPE	RETENTION PERIOD	ACTION	NOTES
Annual statement of accounts and main account book	Permanent	Keep	Good practice. Keep as a historical record of the Council's activities and views on local issues. (Statutory requirement to keep for minimum of current financial year plus 6 years) Are these stored with the signed minutes? Agreed: Store in the filing cabinet.
Invoices, receipts, cheque stubs, bank statements, bank paying in book, petty cash records, insurance claims	Current financial year plus 6 years	Destroy	Statutory. (VAT regulations & may be required for Audit) Are these kept with the signed minutes? Agreed: keep in filing cabinet. Lin to help Christina.
Complaints	5 years	Destroy	Common practice. What is NQCC's policy? Agreed: keep in filing cabinet

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We might also want to look at, for instance:-

1. The circulation of minutes of meetings we attend on behalf of the CC. **Yes circulate to all CC and to two councillors**
2. The practice of copying all CC councillors into all **relevant** emails? If not all, which ones? **All**
3. The accessibility to community councillors of all correspondence written on behalf of the CC. Should we copy correspondence and replies to the Secretary? **Yes**

Reminder from the chair that there are two councillors working with NQCC