

Spratton Parish Council

Archiving Policy adopted 21 July 2015

This is based on the model from Northamptonshire Record Office (NRO) (below)

Summary

The following are to be deposited at NRO

Item	When	Comment
Minutes and key reports	After 2 years	Electronic version remains for older
Councillors declarations of office	After 2 years	
Register of interests	After 2 years	
Title Deeds		Do we hold any?
Financial returns	After 2 years	Electronic version remains for older
Correspondence and papers on important local matters	After 2 years	Subject to review by SPC and NRO
Village/Parish appraisals, Plans	After 2 years	Subject to review by SPC and NRO
Newsletter	Keep 1 year	

The following should be kept for period indicated and then disposed of

Agendas	6 years
Nomination forms for councillors	1 year
Successful quotations and tenders	12 years
Routine correspondence	2 years
Insurance Policies	40 years
Staff files	6 years
Recruitment data for any candidates	1 year
All financial info, invoices, VAT records, bank statements etc	6 years

The schedule accompanying these guidelines lists the main types of parish and town council records, and gives recommendations for their retention and disposal. The following notes provide an explanation of the terms used in the schedule, and give additional guidance to clerks on how to assess the records in their care.

Please be aware that storage at the Northamptonshire Record Office has a cost to the County Council, and that records which will duplicate those supplied by District Council Departments should not be included in records permanently retained.

Records to be preserved permanently at the Northamptonshire Record Office (P)

Records in this category, when no longer regularly consulted in the parish or town, should be deposited with the Northamptonshire Record Office. They are generally easy to identify, for example

- ✓ the main series of signed council and committee minutes
- ✓ receipt of payment books.

Other records may be less easy to select, in particular correspondence files on important local issues and planning applications and papers for major or controversial developments. Here individual clerks should be best placed to judge which documents relate to significant or contentious local issues about which more detailed information needs to be preserved. The following points, however, may assist clerks.

- ✓ Where detailed minutes survive there should be less need to preserve large amounts of correspondence
- ✓ A filing system arranged by subject can ease considerably the process of selecting material on important issues
- ✓ Important files can often be overloaded with material of an ephemeral nature; it is a good idea therefore to remove such papers from the files at a regular interval.

Records to be reviewed by the Northamptonshire Record Office for possible permanent preservation (R)

Records in this category should be passed to the Northamptonshire Record Office for review, either when the prescribed minimum retention period is over, or when they are no longer required in the parish or town for administrative purposes.

Records that may be destroyed by the parish or town clerk (D)

A large number of parish and town council records, mainly financial, may be safely disposed of by the parish or town clerk, usually after a minimum retention period prescribed for audit or other statutory purposes generally 6 years. Where no minimum period is given, records in this category may be destroyed when they are no longer required in the parish or town council administrative purposes. We would recommend reviewing these files after 5 years or when an office holder retires if sooner.

Important note: All documents that are to be destroyed should be treated as confidential waste, and shredded.

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Records	Action	Minimum Retention Period	Reason
<u>Administration</u>			
Minutes of Council/meeting (signed series)	P		Transfer to NRO as soon as there is no longer an administrative requirement
Reports and other documents circulated with agendas	R, but D if copies are included with signed minutes		Transfer to NRO as soon as there is no longer an administrative requirement
Agendas	D, but P if minutes do not survive		Transfer to NRO as soon as there is no longer an administrative requirement
Councillors' declarations of office	P		Transfer to NRO as soon as there is no longer an administrative requirement
Register of Interests	P		Transfer to NRO as soon as there is no longer an administrative requirement
Grouping orders	R		Transfer to NRO as soon as there is no longer an administrative requirement
Nominations forms parish council elections	D		[Ballot papers are destroyed after 6 months (statutory) so presumably nomination forms do not need to be kept for any length of time]
Byelaws and orders	P, one copy of each		Transfer to NRO as soon as there is no longer an administrative requirement
Policy documents	R		Transfer to NRO as soon as there is no longer an administrative requirement
Title deeds	P		Transfer to NRO as soon as there is no longer an administrative requirement

Property registers and terriers including registers of allotments	P	Transfer to NRO as soon as there is no longer an administrative requirement	
Maps, plans and surveys of property owned by the council or meeting	P	Transfer to NRO as soon as there is no longer an administrative requirement	
Correspondence and papers on important local issues or activities	R	Transfer to NRO as soon as there is no longer an administrative requirement	
Village/parish appraisals, plans and millennium projects	R with the view to P	Transfer to NRO as soon as there is no longer an administrative requirement	
Planning applications and related paper for <i>major controversial</i> developments; also planning appeal decisions	R with the view to D	Transfer to NRO as soon as there is no longer an administrative requirement	
Planning applications [general]	D	15 years	
Leases, agreements, contracts and wayleaves	R	Transfer to NRO as soon as there is no longer an administrative requirement	
Quotations and tenders (successful)	D	12 years	Statute of Limitation
Quotations and tenders (unsuccessful)	D	2 years	
Routine correspondence and papers	R with the view to D	Transfer to NRO as soon as there is no longer an administrative requirement	
Planning applications for minor works where permission is refused	D	6 years	Statute of Limitation
Scale of fees and charges	D	Once replaced by new charges	
Insurance policies and Risk assessments	D	40 years after expiry date due to Employers' Liability Act 1969 Employers' Liability Regulations 1998	
Playground assessments	D	Once replaced by new charges	
Loan sanctions	D	6 years after end of loan	Statute of Limitation
Staff files	D	6 Years for non-management staff; 12 years after termination of service for managers, unless through ill-health or industrial tribunal case (keep until person is 65)	
Recruitment data for a successful candidate	D	9 Months after recruitment finalised	
Recruitment data for a unsuccessful candidate	D	1 year after recruitment finalised plus current year	

<u>Finance</u>			
Receipt and payment books	P	Transfer to NRO as soon as there is no longer an administrative requirement	
Vouchers before 1950	D	6 years	VAT
Financial returns to district auditors	D, but P if the receipt and payment books have not survived	Transfer to NRO as soon as there is no longer an administrative requirement	
Cash and petty cash books and rent books	D, but P if the receipt and payment books have not survived	6 years	Tax, VAT, Statute of Limitation
Receipt books	D	6 years	VAT
Postage and telephone books	D	6 years	Tax, VAT, Statute of Limitation
Bank statements including deposit/saving accounts	D	Last completed Audit year	Audit
Bank paying-in books	D	Last completed Audit year	Audit
Cheque book stubs	D	Last completed Audit year	Audit
Paid invoices	D	6 years	VAT
Paid cheques	D	6 years	Statute of Limitations
VAT records	D	6 years	VAT
Time sheets	D	Last completed Audit year	Audit
Wage books	D	12 years	Statute of Limitations
Members' allowances register	D	6 years	Tax, Statute of Limitations
Records relating to parish halls, centres and recreation grounds, applications to hire, letting diaries, copies of bills to hirers and records of tickets issued	D	6 years	VAT
Precept books and contribution orders	D	6 years	VAT
Rate books	P	Transfer to NRO as soon as there is no longer an administrative requirement	

<u>Miscellaneous</u>		
Maps created under the provision of the Rights of Way Act 1932	P	Transfer to NRO as soon as there is no longer an administrative requirement
Community magazines newsletter	P one copy of each issue	Transfer to NRO as soon as there is no longer an administrative requirement
Press cuttings book	R	Transfer to NRO as soon as there is no longer an administrative requirement
Photographs [annotated with date and event/place]	P	Transfer to NRO as soon as there is no longer an administrative requirement
Photographs [<u>not</u> annotated with dates and events/places]	D	
Any records dating from before 1894 now held by the town or parish council (e.g. poor law, surveyors of the highway, enclosure awards etc)	P	Transfer to NRO as soon as there is no longer an administrative requirement
Any records of the parish council dating to before 1920	R	Transfer to NRO as soon as there is no longer an administrative requirement
Records of other bodies such as burial boards, charities, fire brigades, home guard, local societies or ad hoc committees	P, but R ephemeral with view to D	Transfer to NRO as soon as there is no longer an administrative requirement
Burial ground records listed in Local Authorities Cemetery Order 1977 No 204 Section 12	R	Transfer to NRO as soon as there is no longer an administrative requirement
General reports, guides, handbooks etc, received by the parish council from other Northamptonshire bodies	D	Replace with new guides as issued

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