

Woldingham Parish Council

Document/Email Retention Policy

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD</u>
<i>Administration</i>	
Signed Minutes of Council Meetings	Indefinite
Reports & other documents circulated with agendas not attached to signed minutes	As long as deemed necessary
Agendas	13 years
Councillors' Declarations of Office	Term of Office plus one year
Correspondence and papers on important local issues or activities	As long as deemed necessary
Quotations & tenders for major works	6 years
Quotations & tenders for minor works	6 years
Routine correspondence, papers & emails	6 months
Personnel and PAYE records	6 years after ceasing employment
Health & safety records	3 years
Planning applications & related papers	2 complete calendar years <i>Planning Assistant's responsibility to shred</i>
Employers Liability Insurance Certificate	Retain certificate for 40 years
Insurance policies and correspondence claims	3 years after lapse
Volunteer details	As long as deemed necessary
<i>Finance</i>	
Report and Accounts	10 years
Bank Statements	6 years
Paid invoices	6 years
<i>Miscellaneous</i>	
Reports, guides, handbooks etc. received from other bodies	Retain as long as useful
<i>Service Road</i>	
Data held for landlords/tenants	Held indefinitely
<i>Freedom of Information Requests</i>	
Requests for information under FOI	1 year
<i>Carols in the Crescent</i>	
Salvation Army, Sound system, electrician	Retain as long as useful

This document will be reviewed on a yearly basis along with Standing orders and Appendices

Approved by:

Chairman

Clerk:

Date: March 2021