

LOWER HOLKER PARISH COUNCIL
DOCUMENT RETENTION AND DISPOSAL POLICY

Lower Holker Parish Council accumulates a lot of documents over time and requires a system for filing current papers, storing those that need to be preserved and destroying those that are no longer required.

Current papers are normally kept in files by subject in a filing cabinet or cupboard. Where the number of files justifies it, an index should be maintained to facilitate the location of papers.

It is good practice to review the current files on an annual basis and remove those papers no longer required for current use. Papers so removed should be dealt with as follows:-

Permanent Retention

Minute Books, title deeds, leases, agreements, contracts, investments, receipt and payment accounts, income and expenditure accounts should be retained on a permanent basis as they are important local records.

It is good practice to deposit these documents with the County Archive Service when they are no longer required for use on a regular basis by the local council. This also facilitates easy access by members of the public who may wish to inspect them. It also ensures that they are not lost or destroyed by accident when there is a change of clerk.

Retained for 6 Years

Treasurer's books; cash books and petty cash books; wages and salaries books; receipts, invoices and cheques; VAT records; contracts for works (except where there are special reasons for preservation); financial statements and loan statements; stock and store-books and rental books - these may all be destroyed when they are over six years old, as they will no longer be required for VAT purposes and the Limitation Act will preclude actions relating to these documents.

Retained for 12 months from completed of audit

Counterfoil books; order books; agenda books; postage books; pay cards and time sheets; tenders for goods, etc - may be destroyed on expiration of twelve months from the completion of the audit of the last entry.

Retained until Planning Appeal Deadline

Planning applications can be destroyed once decisions on them have been taken and the development completed. If necessary past applications can be inspected at the Planning Authority's offices.