

## Retention of Documents by the Burnham Parish Council

### Appendix 1

Document Status	Minimum retention period	Explanation
SR – Statutory Requirement AR – Audit Requirement BP – Best Practice Red – Must have Black– Good to have		
Minute Books (SR)	Indefinite	Archive (NRO) Electronic copy (Clerk) Website (2 years)
Scales of fees and charges (Allotment, cemetery, markets, etc) (AR)	7 years	Audit and management
Receipt & Payment (or Income & Expenditure) Accounts Annual Returns, year-end bank reconciliation (SR/AR)	7 years	Hard Copy Archive (NRO) Electronic copy (Clerk) Website (2 years)
Receipt books of all kinds (SR)	7 years	VAT
Bank statements, including deposit/savings account, bonds, other investments certificates (AR)	7 years	Audit and management
Bank paying-in books (AR/SR)	7 years	Audit and management
Cheque book stubs (AR/SR)	7 years	Audit and management
Quotations and tenders (AR/SR)	12 years	Statute of Limitations
VAT Invoices / Records (AR/SR)	7 years	VAT
Petty cash, postage and telephone books (AR/SR)	7 years	Audit, management, tax, VAT
EU funded projects accounts (AR/SR)	13 Years	EU laws
Timesheets (AR), Payroll / (SR) Sickness / Holiday record (BP)	Last completed audit year	Audit, personnel
Tax Codes (AR)	7 years	Audit, HMRC
Written Statement of Particulars (SR)	During Employment Further 6 months	Model document available
Job Description (SR)	During Employment Further 6 months	Model document available
Completed Job Application forms (BP)	6 months advisory	Post interview queries

<b>Document Status</b> SR – Statutory Requirement AR – Audit Requirement BP – Best Practice <b>Red – Must have</b> Black– Good to have	<b>Minimum retention period</b>	<b>Explanation</b>
<b>Wages books (SR/AR)</b>	7 years	Superannuation
<b>Insurance policies (AR)</b> <b>Employers Liability Certificates (SR/AR)</b>	7 years 40 years	Audit and management
<b>Title deeds, leases, agreements, contracts (SR/AR)</b> <b>Incl. Charter Deeds for a Market</b>	Indefinite	Audit and management  Historical
<b>Members allowance register- where applicable (SR/AR)</b>	7 years	HMRC Tax
<b>For halls, centres and recreation grounds and other income such as grazing licences, moorings, car park receipts (AR)</b> <b>- Application to hire</b> <b>- Lettings diaries</b> <b>- Copies of bills to hirers</b> <b>- Record of tickets issued</b> <b>- Inspections incl. Professional Inspections</b> <b>- Contractors Public Liability Certificates</b>	7 years  20 years  20 years	Audit and management VAT  Insurance purposes (must be retained in the event of any public liability claims being made)
<b>For allotments Register and plans (SR)</b>	Indefinite	Audit and management NRO (after 10 years)
<b>For burial grounds (SR)</b> <b>- Register of fees collected</b> <b>- Register of burials</b> <b>- Register of purchased graves</b> <b>- Register/plan of grave spaces</b> <b>- Register of memorials</b> <b>- Applications for internment</b> <b>- Applications for right to erect memorials</b> <b>- Disposal certificates</b> <b>- Copy certificates of grant of exclusive right of burial</b> <b>- Rules and Regulations</b>	Indefinite	Cemeteries Orders Cremations Regulations (to be retained by the Clerk)
<b>For Markets</b> <b>- Rules and Regulations (AR)</b>	7 years	Audit and management

<ul style="list-style-type: none"> <li>- Price list for Traders(AR)</li> <li>- Casual Stall fees list (AR)</li> <li>- Market Policy (BP)</li> </ul>	Retain current document	
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<b>Policies and procedural documents</b>		
<ul style="list-style-type: none"> <li>Action Plan (BP)</li> <li>Allotment Policy (BP)</li> <li>Asset Register (AR/SR)</li> <li>Code of Conduct (SR)</li> <li>Complaints Policy (BP)</li> <li>Committee Terms of Reference (SR)</li> <li>Data Protection Policy (SR)</li> <li>Emergency Plan (BP)</li> <li>Expenses Policy (BP)</li> <li>Equality Policy (SR)</li> <li>Financial Regulations (SR)</li> <li>Family Friendly Policy (BP)</li> <li>Grant Awarding Policy (BP)</li> <li>Grievance and Disciplinary Policy (BP)</li> <li>Health &amp; Safety Policy (BP or SR for 5 or more employees)</li> <li>Insurance Policy (SR)</li> <li>Interests Forms (SR)</li> <li>List of Cllr attendance (BP)</li> <li>Lone Workers Policy (BP)</li> <li>Members Allowance Policy (BP)</li> <li>Openness Policy or Statement (SR)</li> <li>Pension Policy (SR)</li> <li>Planning Register (BP)</li> <li>Planning Policy (BP)</li> <li>Privacy Statements (where requirement to be identifiable) (SR)</li> <li>Risk Management Policy/Schedule (SR/AR)</li> <li>Record of Grants Awarded (SR/AR)</li> <li>Record of Borrowings (AR)</li> <li>Recruitment Policy (BP)</li> <li>Retirement Policy (BP)</li> <li>Planning Policy (BP)</li> <li>Standing Orders (AR/BP)</li> <li>Training &amp; Development Policy (BP)</li> <li>Other:</li> </ul>	Retain until reviewed / renewed	

Certificates of Waste Disposal (Dog waste bin collection records) (SR)		
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