



1. Document Handling

- Any hard copy documentation, whether by received by post or delivered by hand, is to be date stamped.
- All documents received are to be logged in the “post in” book.
- All documentation is to be read by the Clerk.
- The receiving officer is then to decide to:
 - (a) Action under Clerk’s delegated powers
 - (b) If a Council decision is needed the item to be placed on the next appropriate agenda
 - (d) Send to the Chairman of Council or relevant Committee for perusal and comment
 - (e) Forward to specific named Councillor
- The original document is to be filed in the Council records together with a copy of any reply or a note of the action taken (see Document Retention below).
- Letters to be sent are to be recorded in the “post out” log, weighed, stamped and posted (large items are to be taken to the Post Office for weighing).
- Emails will be subject to the same retention periods as hard copy documents

2. Document Retention

Key: P = Preserve permanently; R = Review after Minimum retention Period;
D = Destroy after Minimum retention Period

Record	Action	Minimum Retention Period	Reason
Administration			
Signed Minutes of Council Meetings	P	Indefinite	Archives
Reports & other documents circulated with agendas not attached to signed Minutes	R	1 year	Archives
Agendas (normally)	D	1 year	Reference
Agendas (if Minutes do not survive)	P	Indefinite	Archives
Councillors’ Declarations of Office	P	1 year after ceasing to hold office	Archives
Byelaws and Orders	P	Indefinite	Audit, Management
Title Deeds, Leases, Agreements, Contracts & Wayleaves	P	Indefinite	Audit, Management

Record	Action	Minimum Retention Period	Reason
Property registers	P	Indefinite	Audit, Management
Maps, plans & surveys of property owned by the Council	P	Indefinite	Archives
Correspondence and papers on important local issues or activities	R	5 years	Archives
Planning Applications & related papers	D	6 months	Reference
Successful quotations and tenders for major works	R	12 years	Statute of limitation
Successful quotations and tenders for minor works	D	12 years	Statute of limitation
Unsuccessful tenders	D	3 years	Challenge
Routine correspondence, papers & emails	D	Retain as long as useful	
Personnel records	D	For the period of employment + 3 years	Limitation period
Health & Safety records including accident report sheets	D	21 years	Limitation period
Scale of Fees and Charges	D	5 years	Management
Insurance Policies	D	Retain while valid + 1 year	Audit, Management
Employer's Liability Certificates	P	Retain for 40 years	Management
Finance			
Receipts and payments books	P	6 years	Archives
Investments	P	Indefinite	Audit, Management
Financial Returns to External Auditor	D	6 years	Audit
Internal Auditor Reports	D	6 years	Audit
Bank Statements, including deposit/saving accounts	D	6 years	Audit
Bank Paying-in books and cheque book stubs	D	6 years	Audit
Paid Invoices	D	6 years	VAT
Paid Cheques	D	6 years	Limitation period
VAT Records	D	6 years	VAT
Time Sheets	D	Last completed audit year	Audit
Salary Records	D	12 years	Limitation period