



Boldre Parish Council

Retention of Documents Policy

Version: 1.2

Adopted: 09/11/2015

For queries on this document, please contact the Clerk to the Parish.

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DOCUMENT	MINIMUM RETENTION PERIOD	REASON
General & Finance		
Parish Minutes & typed meeting notes of committees	Indefinite	Archive
Hand written minutes and meeting notes for transcription to typed documents	Destroyed as soon as typed document is approved	Document kept as typed version only
Emails	3 months. Complaints/reports from highways, reports from enforcement and any additional information to specific planning or highway issues are printed and kept in relevant file.	Management. Archive
Minutes & agendas New Forest National Park Authority (NFNPA) & New Forest District Council (NFDC)	1 year	Reference
Scales of fees and charges	6 years	Management
Receipt & payment accounts	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements	6 years	Management
Bank paying in books	6 years	Management
Cheque book stubs	6 years	Management
Quotations & tenders	12 years	Statute of Limitations
Paid invoices	6 years	VAT
VAT Records	6 years	VAT
Telephone use records	6 years	Statute of Limitations
Wages & salaries records	6 years	Management
Insurance policies	While valid but previous 5 years for comparisons	Management
Investments	Indefinite	Audit, management
Title deeds, leases, agreements, contracts	Indefinite	Audit, management



Members allowances & expenses records	6 years	Tax, Statute of Limitations
Policies & procedures	Indefinite. Review annually. Superseded to be marked as such.	Management, Reference.
Safety inspections and maintenance	12 years	Statute of Limitations
Planning		
Planning applications – granted & non-contentious	2 years	Management
Planning applications –refused & non-contentious	2 years	Management
Planning applications – refused or granted - contentious and/or ongoing	Minimum two years but indefinite in doubt. At discretion of Planning committee Chairman	Management
Associated planning documents	In accordance with individual case	Management
Local plans etc	As long as valid	Management
Information from other bodies e.g. National association of Local Councils (NALC)		
	As long as useful & relevant	Management
Magazines & journals		
	Minimum 5 years	Reference
Correspondence and general files		
	If associated with other areas above – same retention time. Otherwise review annually. Documents of historical importance should be retained or given to local/county archivist	Management. Archive

For recreation area and pavilion		
Application to hire	6 years	VAT
Lettings records		
Copies of payments to hirers		
For allotments – all documents		
	Indefinite	Audit, management
For burial grounds		
Register of fees collected	Indefinite	Archives, Cemeteries Orders, cremations Regulations
Register of burials		
Register of purchased graves		
Register/plan of grave spaces		
Register of memorials		
Applications for interment		
Memorial applications		
Disposal certificates		
Copy certificates of grant of exclusive right of burial		

* Not relevant to Boldre parish council at present date – for reference only

This table is in accordance with guidance note 043/05 from NALC



Change History

Version	Date	Author	Change Summary
1.0	09/02/09	Clerk	Initial Version
1.1	26/07/15	Oliver Moore	Updated to new template, added acronym definitions.
1.2	29/8/16	Peter Lock	Council address

Review Log

Version	Date	Reviewer	Comments
1.0	14/07/15	James Puttick	We should define acronyms where used.