

### Little Smeaton Parish Council Data Retention Policy - Appendix A

Document	Retention Period
<b>Finance</b>	
Financial Published Final Accounts	Indefinitely
Annual Governance and Accountability Return	Indefinitely
Final Account working papers	6years
Records of all accounting transactions held in the financial management system	At least 6 years
Cash Books (records of monies paid out and received)	12 years
Purchase Orders	6 years
Cheque Payment Listings (invoices received)	6 years
Payment Vouchers Capital and Revenue (copy invoices)	12 years
Goods received noted, advice notes and delivery notes	3 years
Petty cash vouchers and reimbursement claims	6 years
Debtors and rechargeable works records	6 years
Expenses and travel allowance claims	6 years
Asset register for statutory accounting purposes	10 years
Adopted annual budget	6 years
Financial Plan	6 years
Budget Estimates - Detailed Working Papers and	3 years
Bank Statements (electronic) and Instructions to banks	6 years
Bank Statements )Hardcopy)	6 years
Prime evidence that money has been banked	6 years
Refer to Drawer (RD) cheques	3 years
Cancelled Ependiture cheques	3 years
Bank reconciliation	3 years
Cheques presented/drawn on the Council Bank Accounts	3 years
Grant/Funding Applications & Claims	3 years
Internal Audit Plans/Reports	3 years
Fees and Charges Schedules	6 years
Loans and Investment Records; temporary loan receipts	10 years (after redemption of loan)
Current and expired insurance contracts and policies	Indefinitely
Insurance records and claims	10 years (or as long as possible for a claim to be made under them)
VAT records, input and output	10 years
Final accounts of contracts executed under hand or seal	12 years from completion of Contract
Redundancy records	6 years from the date of redundancy
<b>Corporate</b>	
All Council minutes	Indefinitely
Policies and procedures	Until updated or reviewed

Asset management records	Indefinitely
Internal audit records	6 years
Internal audit fraud investigation	7 years from date of final outcome of investigation
Risk register	Indefinitely
Risk assessments	6 years
Burial records	Indefinitely
Drivers log books and mileage	6 years
Vehicle maintenance and registration records	2 years after vehicle disposed of
Pre-tender qualification document, summary list of expression of interest received, a summary of any financial or technical evaluation supplied. Initial application	1 year
Successful tender documentation	6 years from date of final payment
Unsuccessful tender documentation	Until final payment of contract let is made
Deeds of land and property	Indefinitely
Land and property rental agreements	6 years after expiry of the agreement
Property evaluation lists	Indefinitely
Lease agreements, variation and valuation queries	12 years after the expiry of the agreement
Documentation referring to externally funded projects	6 years
Booking diaries	3 years
Premises License applications	Indefinitely
<b>Health &amp; Safety</b>	
Health and Safety Accident books and records	3 years after the date of the last entry (unless an accident involving chemicals or asbestos 40 years) if the accident concerns a child or young person retain until the age of 21.
Medical records containing details of employee exposed to asbestos or as specified by the Control of Substances Hazardous to Health Regulations 1999	40 years from the date of the last entry
Medical examination certificates	4 years from the date of issue
Asbestos records for premises/property including survey and removal records	40 years
Parks and Play area inspection reports	6 years
All inspection certificates	6 years
Repairs job sheets	2 years
Periodic machinery inspection tests	2 years
Documents relating to the process of collecting, transporting and disposal of general waste	3 years
Documents relating to the process of collecting, transporting and disposal of hazardous waste	10 years
Plant and equipment testing	2 years
Unusual incident forms	3 years

Manual Handling Assessment Forms	3 years
<b>Personnel/employment</b>	
Unsuccessful application forms and reference requests	1 year
Successful application forms and CVs	For the duration of employment + 6 years
References received	For the duration of employment + 6 years
Statutory sick records, pay calculations, certificates etc	For the duration of employment + 6 years
Annual leave records	For the duration of employment + 6 years
Unpaid leave/special leave records	For the duration of employment + 6 years
Annual appraisal records	Current year and previous 2/years
Time Control Records	2 years
Disclosure and Barring checks	6 months
Employee Personnel files, training records, discipline and grievance records and working time records	6 years after employment ceases
Discipline or grievance investigations - unproven	Destroy immediately after investigation or appeal
Statutory maternity/paternity records, calculations, certificates etc	3 years after the tax year in which the maternity/paternity period ended
Income tax and National Insurance Records	Not less than 3 years after the end of the financial year to which they relate.
Wages/salary records, overtime, bonuses, expenses etc	6 years
Accident books, records and reports	3 years from date of last entry (or until the person reaches 21)
Redundancy records	6 years from the date of redundancy
<b>Other</b>	
Routine correspondence (hard copy or electronic)	Retain until matter dealt with, maximum period 6 months. If Little Smeaton Parish Council believes it is necessary to keep correspondence for longer it will redact personal data.
Requests under Freedom of Information Act 2000	Retain until matter dealt with, plus 6 months. If Little Smeaton Parish Council believes it is necessary to keep correspondence for longer it will redact personal data.
Planning Applications	Retain until matter dealt with, maximum period 6 months, or if application is refused retain until any appeal is heard. If Little Smeaton Parish Council believes it is necessary to keep correspondence for longer it will redact personal data. All recommendations in connection with relevant planning applications to be recorded in the PC minutes.