

APPENDIX 1 - DOCUMENT RETENTION AND DESTRUCTION

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Signed Council and committee minutes	Permanent archive after admin use	Archive/public inspection
Corporate plans, strategies, policies, business plans, annual reports, asset registers, employee handbooks	Permanent archive after superseded	Archive/public inspection
Operating procedures	2 years after superseded	Local choice
Title deeds, leases, licence agreements and contracts	Indefinite	Management
Records of complaints against the Council	Destroy after 6 years	Common practise
Funding documents	As required by the independent funders	See funding criteria
Press releases	Destroy after 3 years	Local choice
FINANCIAL		
Receipt and payment accounts	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit /saving accounts	Last completed audit year	Audit/Archive
Cheque book stubs/paying in books	Last completed audit year	Last completed audit year
Quotations and tenders	12 years	Limitations Act
Paid invoices	6 years	VAT
VAT records	6 years	VAT
Budget and estimates	Permanent archive for 3 years	Statutory
Accounts and Audits	Permanent archive after admin use	Common Practise
Building contracts	Life of building + 5 years	Statutory
Insurance policies	40 years	Statutory
Insurance claims	Destroy after 7 years	Management
Loans	Destroy after 7 years of loan end	Common practise
Investments	Indefinite	Audit/Management
Salary/Wage/tax docs (Inland Revenue)	12 years	Superannuation
ELECTRONIC DOCUMENTS		
Email	2 years	Local choice
Scanned documents	2 years	Local choice
HR DOCUMENTS		
Timesheets	Last completed audit year	Audit
Recruitment docs incl announcements, person spec, job advert etc	5 years	Equal Opportunities claims
Statutory Maternity Pay/paternity pay and leave records	Current tax year plus 3 years	Local choice
Personnel admin – appraisals/disciplinary/sickness/leave/training/contracts	Destroy 6 years after person leaves	Local choice and Statutory
Create a summary of service before you destroy		
Summary of service	Permanent	Local choice
References	Destroy 5 years after person leaves	Insurance