



## Little Waltham Parish Council Document Management Policy

Little Waltham Parish Council (The Council) recognises that documentation must be retained and managed to enable it to comply with legal requirements in the exercise of its functions together with Data Protection and Freedom of Information Legislation.

In this policy 'documentation' shall mean not only hard copy paperwork letters and documentation but also all documents including emails stored digitally.

To facilitate the effective management of the Council's business this document sets out an agreed policy regarding the management of documentation.

All members of the Council and employees shall keep paper records stored in a secure environment. In the case of computer records the records shall be password protected and in the case of paper documents they shall be kept in lockable storage.

All documentation shall be reviewed on an annual basis to enable a decision to be made in accordance with the terms of this policy as to whether the individual documents should be retained as currently stored, archived either by the Council or a reputable institution or destroyed.

This policy shall be reviewed from time to time and in particular at such times when the Council shall acquire new functions or activities.

Documentation shall be retained or archived for the period of time as set out in the following table.

<b>General Management Documentation</b>	<b>Retention Period</b>	<b>Reason</b>
Minute books	Indefinite	Record of decision making
Receipt and Payment accounts	Indefinite	Record of financial affairs
Investments	Indefinite	Audit and management
Title Deeds, leases, agreements and contracts	Indefinite	Audit and management

Certificates of insurance against liability for employees	40 years from the commencement or renewal of such insurance	The Employers Liability (compulsory insurance) Regulations 1998
Wages records	Twelve years	Superannuation legislation
Receipt books of all kinds	Six years	VAT legislation
Scales of fees and charges	Six years	Management
Quotations and tenders	Six years	Limitation Act
Paid invoices	Six years	VAT legislation
Paid cheques	Six years	Limitation Act
VAT records	Six years	VAT legislation
Petty cash/postage books	Six years	Tax, VAT and Limitation legislation
Members allowances register	Six years	Tax legislation and Limitation Act
Bank statements to include deposit and savings accounts	Three years	Audit
Bank paying in books	Three years	Audit
Cheque book stubs	Three years	Audit
Timesheets	Three years	Audit
Insurance policies	Three years	Management
All other documentation not otherwise mentioned above	Three years	Management and good practise
<b>For Allotments</b>		
Register and plans	Indefinite	Audit and management

This Policy was approved and adopted by Little Waltham Parish Council on 6 March 2018

Reviewed 2 June 2020

Date of next review May 2022