

Atherstone Town Council



RECORDS MANAGEMENT POLICY

Reviewed and Adopted March 2020



LOCAL COUNCIL'S DOCUMENTS AND RECORDS (LTN 40) March 2020

RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF PARISH COUNCILS

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
· Minutes	Indefinite	Archive
· Scales of fees and charges	6 years	Management
· Receipt and payment account(s)	Indefinite	Archive
· Receipt books of all kinds	6 years	VAT
· Bank statements, including deposit/savings accounts	Last completed audit year	Audit
· Bank paying-in books	Last completed audit year	Audit
· Cheque book stubs	Last completed audit year	Audit
· Quotations and tenders	6 years	Limitation Act 1980 (as amended)
· Paid invoices	6 years	VAT
· Paid cheques	6 years	Limitation Act 1980 (as amended)
· VAT records	6 years	VAT
· Petty cash, postage and telephone books	6 years	TAX, VAT, Limitation Act 1980 (as amended)
· Timesheets	Last completed audit year	Audit
· Wages	12 years	Superannuation
· Insurance policies	While valid	Management
· Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management.
· Investments	Indefinite	Audit, Management
· Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
· Members allowances	6 years	Tax, Limitation Act 1980 (as amended)

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
For Halls, Centre, Recreation Grounds		
<ul style="list-style-type: none"> · application to hire · lettings diaries · copies of bills to hires · record of tickets issued 	6 years	VAT
For Allotments		
<ul style="list-style-type: none"> · register and plans 	Indefinite	Audit, Management
For Burial Grounds		
<ul style="list-style-type: none"> · register of fees collected · register of burials · register of purchased graves · register/plan of grave spaces · register of memorials · applications for interment · applications for right to erect memorials · disposal certificates · copy certificates of grant of exclusive right of burial 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (Sl. 204)

. Resolved and adopted at the Town Council Meeting on 4th March 2020

Signed

Date


4/3/20

Chairman of Council Cllr David Wright

Document Review Date: no later than March 2021

