

## AUST PARISH COUNCIL DOCUMENT MANAGEMENT POLICY

Date	Version	Key Changes	Review due:
08/10/2019	1.0	Retention policy first adoption (table only)	October 2023
10/10/2023	2.0	Addition of all text; minor amendments to retention period table in accordance with NALC topic note LTN40.	October 2027

### **Introduction**

Document management is an ongoing balancing act. It is important that documents are kept if they may be needed in future, or to meet legal requirements. However, storage is not unlimited and the retention of too many documents can make finding what is needed in the future far more difficult. This policy therefore sets out which documents APC will retain and for how long.

For the purposes of this policy, “documents” shall be taken to mean both paper documents and those stored electronically.

### **Storage & protection of documents**

Paper documents are stored at the clerk’s home.

Electronic documents are stored on the council laptop, backed up to an external hard drive whenever the laptop is used, and working documents are also backed up to cloud storage via Microsoft OneDrive. The chairman also holds a copy of the working documents on USB stick, which is updated every few months.

### **Retention periods**

For some types of documents, there are legal or practical requirements which determine why they must be retained for particular periods of time. These are outlined in the table below.

For all other documents, the clerk shall be responsible for deciding what is kept and for how long.

Document	Minimum Retention Period	Reason
Minute Books	Indefinitely	Archive (periodic deposits at Glos. Archives)
Scales of Fees and Charges	6 years	Management
Receipt and Payment Accounts	Indefinitely	Archive
Bank Statements, pay-in books and cheque stubs.	Last Audit Year	Audit
Quotations and tenders	6 years	Limitation Act 1980
Paid Invoices	6 years	VAT
VAT records	6 years	VAT
Insurance Policies	Indefinitely	Management, legal

Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	Future claim liability
Planning documentation - general	Not required to be kept by APC as copies available from SGC	
Planning documentation – internal (APC generated)	5 years or duration of development if longer	Management
Planning – strategic	Lifetime of plan	
Staffing related	Duration of employment HMRC related – 6 years Confirmation of employment – indefinitely	Management; future reference requests
Emails and correspondence	Whilst required for future information, up to six years	Management
Council policies & governance documents	Latest version	