



## Brixworth Parish Council Document

### Retention List - July 2022



TYPE OF RECORD	RETAIN, REVIEW OR DISPOSE	MINIMUM RETENTION PERIOD	ACTION
<b>ADMINISTRATION</b>			
Minutes of Council/meeting (signed series)	RETAIN	INDEFINITE	Transfer to NRO as soon as there is no longer an administrative requirement
Reports and other documents circulated with agendas	REVIEW, but DISPOSE if copies are included with signed minutes	5 YEARS	Transfer to NRO as soon as there is no longer an administrative requirement
Agendas	DISPOSE, but RETAIN if minutes do not survive	5 YEARS	Transfer to NRO as soon as there is no longer an administrative requirement
Councillors' declarations of office	RETAIN	5 YEARS	Transfer to NRO as soon as there is no longer an administrative requirement
Register of Interests	RETAIN	5 YEARS	Transfer to NRO as soon as there is no longer an administrative requirement
Grouping orders	REVIEW	5 YEARS	Transfer to NRO as soon as there is no longer an administrative requirement
Nominations forms parish council elections	DISPOSE	6 MONTHS	Confidential Waste
Byelaws and orders	RETAIN	5 YEARS	Transfer to NRO as soon as there is no longer an administrative requirement
Policy documents	REVIEW	5 YEARS	Transfer to NRO as soon as there is no longer an administrative requirement
Title deeds	RETAIN	5 YEARS	Transfer to NRO as soon as there is no longer an administrative requirement
Property registers and terriers including registers of allotments	RETAIN	5 YEARS	Transfer to NRO as soon as there is no longer an administrative requirement
Maps, plans and surveys of property owned by the council or meeting	RETAIN	5 YEARS	Transfer to NRO as soon as there is no longer an administrative requirement
Correspondence and papers on important local issues or activities	REVIEW	5 YEARS	Transfer to NRO as soon as there is no longer an administrative requirement

Village/parish appraisals, plans and millennium projects	REVIEW with the view to RETAIN	5 YEARS	Transfer to NRO as soon as there is no longer an administrative requirement
Planning applications and related paper for <i>major controversial</i> developments; also planning appeal decisions	REVIEW with the view to DISPOSE	5 YEARS	Transfer to NRO as soon as there is no longer an administrative requirement
Planning applications	DISPOSE	1 YEAR	Confidential Waste
Planning appeals	DISPOSE	1 YEAR	CONFIDENTIAL WASTE
Trees	DISPOSE	1 YEAR	CONFIDENTIAL WASTE
Local Development Plans/Local Plans	RETAIN	AS LONG AS IN FORCE	
Town/Neighbourhood Plans	RETAIN	INDEFINITE	N/A
Leases, agreements, contracts and wayleaves	REVIEW	5 YEARS	Transfer to NRO as soon as there is no longer an administrative requirement
Quotations and tenders (successful)	DISPOSE	12 YEARS	Statute of Limitation
Quotations and tenders (unsuccessful)	DISPOSE	2 YEARS	Confidential Waste
Routine correspondence and papers	REVIEW with the view to DISPOSE	5 YEARS	Transfer to NRO as soon as there is no longer an administrative requirement
Planning applications for minor works where permission is refused	DISPOSE	6 YEARS	Statute of Limitation
Scale of fees and charges	DISPOSE	Once replaced by new charges	Confidential Waste
Insurance policies and Risk assessments	DISPOSE	40 years after expiry date	Confidential Waste
Playground inspections	DISPOSE	21 YEARS	Confidential Waste
Loan sanctions	DISPOSE	6 YEARS after end of loan	Statute of Limitation
Staff files	DISPOSE	6/12 years	6 Years for non-management staff; 12 years after termination of service for managers, unless through ill-health or industrial tribunal case (keep until person is 65)
Recruitment data for a successful candidate	DISPOSE	9 MONTHS	CONFIDENTIAL WASTE After recruitment finalised
Recruitment data for a unsuccessful candidate	DISPOSE	1YEAR after recruitment finalised plus current year. CONFIDENTIAL WASTE	
Investments, Tittle deeds, leases, agreements, contracts	RETAIN	INDEFINITE	N/A
Information from other bodies e.g. county associations, NALC, principle authorities	DISPOSE	Retail for as long as it is useful	BIN

FINANCE			
Receipt and payment accounts	RETAIN	INDEFINITE	Transfer to NRO as soon as there is no longer an administrative requirement
Vouchers before 1950	DISPOSE	6 YEARS	VAT
Financial returns to district auditors	DISPOSE, but RETAIN if the receipt and payment books have not survived	6 YEARS	Transfer to NRO as soon as there is no longer an administrative requirement
Cash and petty cash books and rent books	DISPOSE, but RETAIN if the receipt and payment books have not survived	6 YEARS	Tax, VAT, Statute of Limitation
Receipt books	DISPOSE	6 YEARS	VAT
Postage and telephone books	DISPOSE	6 YEARS	Tax, VAT, Statute of Limitation
Bank statements including deposit/saving accounts	DISPOSE	Last completed Audit year. CONFIDENTIAL WASTE	
Bank paying-in books	DISPOSE	Last completed Audit year	
Cheque book stubs	DISPOSE	Last completed Audit year	
Paid invoices	DISPOSE	6 YEARS	VAT
Paid cheques	DISPOSE	6 YEARS	Statute of Limitations
VAT records	DISPOSE	6 YEARS/20 YEARS FOR VAT ON RENT	VAT
Time sheets	DISPOSE	3 YEARS	CONFIDENTIAL WASTE
Wage books	DISPOSE	12 YEARS	Statute of Limitations
Members' allowances register	DISPOSE	6 YEARS	Tax, Statute of Limitations
Records relating to parish halls, centres and recreation grounds, applications to hire, letting diaries, copies of bills to hirers and records of tickets issued	DISPOSE	6 YEARS	VAT
Precept books and contribution orders	DISPOSE	6 YEARS	VAT
Quotations and tenders	DISPOSE	6 YEARS	CONFIDENTIAL WASTE
Rate books	RETAIN	5 YEARS	Transfer to NRO as soon as there is no longer an administrative requirement
MISCELLANEOUS			
Maps created under the provision of the Rights of Way Act 1932	RETAIN	5 YEARS	Transfer to NRO as soon as there is no longer an administrative requirement
Community magazines newsletter	RETAIN one copy of each issue	5 YEARS	Transfer to NRO as soon as there is no longer an administrative requirement

Press cuttings book	REVIEW	5 YEARS	Transfer to NRO as soon as there is no longer an administrative requirement
Photographs [annotated with date and event/place]	RETAIN	5 YEARS	Transfer to NRO as soon as there is no longer an administrative requirement
Photographs [ <u>not</u> annotated with dates and events/places]	DISPOSE	5 YEARS	CONFIDENTIAL WASTE
Any records dating from before 1894 now held by the town or parish council (e.g. poor law, surveyors of the highway, enclosure awards etc)	RETAIN	Transfer to NRO as soon as there is no longer an administrative requirement	
Any records of the parish council dating to before 1920	REVIEW	Transfer to NRO as soon as there is no longer an administrative requirement	
Records of other bodies such as burial boards, charities, fire brigades, home guard, local societies or ad hoc committees	RETAIN, but REVIEW ephemeral with view to DISPOSE	Transfer to NRO as soon as there is no longer an administrative requirement	
Burial ground records listed in Local Authorities Cemetery Order 1977 No 204 Section 12	REVIEW	Transfer to NRO as soon as there is no longer an administrative requirement	
General reports, guides, handbooks etc, received by the parish council from other Northamptonshire bodies	DISPOSE	Replace with new guides as issued	
Accident/Incident reports	DISPOSE	20 YEARS	CONFIDENTIAL WASTE
Local/historical information	RETAIN	INDEFINITE	N/A
CCTV Stats, Signing in sheets, Review Requests	DISPOSE	3 YEARS	CONFIDENTIAL WASTE
CCTV Code of Practice	DISPOSE	ON ANNUAL REVIEW	CONFIDENTIAL WASTE
Photographs/Digital Prints	DISPOSE	31 DAYS	CONFIDENTIAL WASTE

**Northamptonshire Record Office's contact details****Address:** Northamptonshire Record Office, Wootton Hall Park, Northamptonshire. NN4 8BQ**Email:** [archivist@westnorthants.gov.uk](mailto:archivist@westnorthants.gov.uk) **Website:**[www.northamptonshire.gov.uk/recordoffice](http://www.northamptonshire.gov.uk/recordoffice)

Reviewed June 2022

Next Review June 2025

## **Northamptonshire Record Office retention guidelines for Parish Council records**

The schedule accompanying these guidelines lists the main types of parish and town council records, and gives recommendations for their retention and disposal. The following notes provide an explanation of the terms used in the schedule, and give additional guidance to clerks on how to assess the records in their care.

Please be aware that storage at the Northamptonshire Record Office has a cost to the Council, and that records which will duplicate those supplied by District Council Departments should not be included in records permanently retained.

**Records to be retained permanently at the Northamptonshire Record Office**

Records in this category, when no longer regularly consulted in the parish or town, should be deposited with the Northamptonshire Record Office. They are generally easy to identify, for example

- ✓ the main series of signed council and committee minutes
- ✓ receipt of payment books.

Other records may be less easy to select, in particular correspondence files on important local issues and planning applications and papers for major or controversial developments. Here individual clerks should be best placed to judge which documents relate to significant or contentious local issues about which more detailed information needs to be preserved. The following points, however, may assist clerks.

- ✓ Where detailed minutes survive there should be less need to preserve large amounts of correspondence
- ✓ A filing system arranged by subject can ease considerably the process of selecting material on important issues
- ✓ Important files can often be overloaded with material of an ephemeral nature; it is a good idea therefore to remove such papers from the files at a regular interval.

**Records to be reviewed by the Northamptonshire Record Office for possible permanent preservation**

Records in this category should be passed to the Northamptonshire Record Office for review, either when the prescribed minimum retention period is over, or when they are no longer required in the parish or town for administrative purposes.

**Records that may be disposed of by the parish or town clerk**

A large number of parish and town council records, mainly financial, may be safely disposed of by the parish or town clerk, usually after a minimum retention period prescribed for audit or other statutory purposes generally 6 years. Where no minimum period is given, records in this category may be destroyed when they are no longer required in the parish or town council administrative purposes. We would recommend reviewing these files after 5 years or when an office holder retires if sooner.

**Important note:** All documents that are to be destroyed should be treated as confidential waste, and shredded.

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