

Abbots Langley Parish Council  
Documentation Retention Policy



Document	Minimum Retention Period <sup>[1]</sup>	Reason
Statutory, Financial & Corporate		
Minute books	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	Limitations Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitations Act 1980 (as amended)
VAT records	6 years	VAT
Petty cash and postage	6 years	Tax, VAT, Limitations Act 1980 (as amended)
Salary & wages records	12 years	Pension, NI and HMR&C audit
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal Injury (best practice)
Insurance policies	While valid plus one year <sup>[2]</sup>	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, property agreements.	Indefinite	Audit, management and adverse possession claims
Members allowances register	6 years	Tax, Statute of Limitations
Allotments		
Register and plans	Indefinite	Audit, management
General & Routine Correspondence		
Letters, emails and routine correspondence	3 years	Follow up and possible recourse
Planning		
Plans and any member or resident correspondence	3 years	Follow up and application change or resubmission, applications valid for 3 years
Grants		
Applications, offer letters and supporting papers.	6 years	Audit, compliance. <i>(Local decision not referenced in NALC LTN-40)</i>

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Hall Hire & Recreation Grounds		
Application to hire Lettings diaries Copies of invoices to hirers	6 years	VAT
Employee Records		
Application forms Contracts of Employment Sickness records Routine employee documents	6 years from date of leaving (past employees) All documentation (current employees)	Personal injury claims, tribunal claims. Health & Safety Act 1974
Recruitment Records		
Application forms CVs Interview notes Supporting documents	6 months (from date of appointment)	Discrimination claims from interviewees.

- References:
- i. NALC Legal Topic Note (LTN-40) Local Councils Documents & Records – 11/2016. *(Primary reference)*
  - ii. Sheela Popat/WBC & TRDC HR email 08/11/2019, confirmed HR records.
  - iii. DPO Centre Retention Policy  
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- Disposal: To ensure there are no breaches of Data Protection regulations.
- i. Any documents identified for disposal, in accordance with this policy, will initially be stored in red disposal sacks and then destroyed via a bulk secure shredding service, following approval by the Clerk to the Council.
  - ii. Documents for disposal will not be entered into public recycling streams.

- Notes:
- [1] Minimum Retention Period must be full years of records, so effectively have to wait to end of minimum years +1 before any records can be disposed.
  - [2] Irrespective of how long policies and correspondence are retained, the recommendation is that councils ensure that they keep a permanent record of insurance company names and policy numbers for all insured risks. (NALC LTN-40)

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Document Revision History

Date	Version	Revision
27/10/2008	1.0 Draft	First draft
24/11/2008	1.0	Final adopted version, F&A Nov 2008 (min. 311). Delegated authority to Clerk on routine updates.
02/06/2014	1.1	Minor text updates, checked to latest NALC advice & legislation. Added - Employee Records, Recruitment Records and disposal requirements.
27/10/2014	1.1	Updated adopted version, F&A Oct 2014 (min. 222).
07/11/2019	1.2	Updated based primarily on NALC Legal Topic Note (LTN-40) - 11/2016.
25/11/2019	1.2	Final adopted version, F&A Nov 2019 (min. 242). Delegated authority to Clerk on routine updates.

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