

NORHAM PARISH COUNCIL
DOCUMENT RETENTION & DESTRUCTION POLICY

1: Documents to be kept permanently

1. Signed Minutes
2. Deeds
3. One copy of the annual accounts and return to the external auditor
4. Non-routine correspondence with parishioners

Note: One printed copy will be made of any of the above in electronic format

2: Financial Records to be kept for seven years

1. Bank Statements
2. Receipts, Invoices and Payment Authorisations.
3. PAYE Records
4. VAT Claims and Records
5. Expense claims

Note: One printed copy will be made of any of the above in electronic format

3: Staff Records to be kept for seventy years

1. Contracts of Employment
2. Details of work-related injuries

Note: One printed copy will be made of any of the above in electronic format

4: Working Papers and Routine Correspondence

Type	Destruction Period
Junk or Spam Email	Immediate destruction without reference to the Council
The Clerk's working papers for particular meetings	Destruction following the approval of the minutes of the meeting to which they apply, unless the clerk is aware of potential litigation or a request for access.
Routine Circulars and Correspondence from Public Bodies	Following the meeting at which they are reported unless retained for reference.
Correspondence from members of the public	Generally twelve months after conclusion of the correspondence or issue but see section 1 above

5: Storage

The Council will provide a lockable and fire-proof filing cabinet for the retention of items in sections 1, 2 and 3, which should normally be located within the parish.

This policy was adopted by Norham Parish Council at a meeting of the Council held on 28th November 2016