FLIXBOROUGH PARISH COUNCIL

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Document Retention Policy

Date Policy Agreed	21st October 2026
Next Review	October 2028
Signature (Chair)	Sukai Wilkinson
Signature (Clerk)	Natasha Wilkinson

Flixborough Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council.

This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies
- Retention schedule

Scope of the Policy

This policy applies to all records created, received, or maintained by the Parish Council in any format (paper or electronic). Records are defined as documents that facilitate Council business and provide evidence of transactions or activities.

A small percentage of records may be selected for permanent preservation as part of the Council's archives.

Responsibilities

The Council has a corporate responsibility to maintain its records in accordance with the regulatory environment. The Clerk is responsible for implementing this policy and ensuring records are stored, retained, and disposed of appropriately.

Relationship with Existing Policies

This policy has been drawn up within the context of:

- Freedom of information policy
- Data protection policy
- Relevant legislation including the Limitation Act 1980, Accounts and Audit Regulations 2015, VAT Act 1994, and Employers' Liability (Compulsory Insurance) Regulations 1998.

And with other legislation or regulations (including audit and statute of limitations) affecting the Council.

Retention Schedule

Under the Freedom of Information Act 2000, the Council must maintain a retention schedule listing the record series it creates. The Clerk must manage record-keeping systems in line with these retention periods.

Retention periods apply regardless of storage media.

Retention of Documents

DOCUMENT	MINIMUM RETENTION	REASON	RESPONSIBLE OFFICER	STORAGE & DISPOSAL
FINANCIAL & ADMINISTRATIVE RECORDS				
Signed minutes of council meetings (hard copies)	Indefinite	Archive	Clerk	FVH
Annual accounts	Indefinite	Archive	Clerk	FVH
Annual return	Indefinite	Archive	Clerk	FVH
Bank statements	6 years	Audit/ Management	Clerk	FVH /S
Cheque book stubs	Last completed audit	Management	Clerk	FVH /S
Paying in books	Last completed audit	Management	Clerk	FVH /S
Contracts (simple)	6 years after completion	Audit	Clerk	FVH /S
Contracts (executed as deeds)	12 years	Audit	Clerk	FVH /S
Quotations and tenders	6 years	Audit/VAT	Clerk	FVH /S
Paid invoices	6 years	Audit/VAT	Clerk	FVH /S
VAT records	6 years	Audit/VAT	Clerk	FVH /S
Salary records	6 years	Audit	Clerk	FVH /S
Tax & NI records	6 years	Audit/Legal	Clerk	FVH /S
Insurance policy	Retain for as long as a claim may arise	Audit/Legal	Clerk	FVH /S
Certificate of Employers Liability	40 years	Audit/Legal	Clerk	FVH /S
Certificate of Public Liability	Indefinite	Audit/Legal	Clerk	FVH /S
Investments	Indefinite	Audit	Clerk	FVH
Asset register	Indefinite	Audit	Clerk	FVH
Deeds, leases, licences	Indefinite	Audit/Archive	Clerk	FVH /S
Playground inspection reports	40 years	Insurance	Clerk	FVH /S
Room hire information and copies of invoices	6 years	Audit/VAT	Clerk	FVH /S

PLANNING APPLICATIONS

All planning applications and decision notices are available via the principal authority. The Parish Council does not retain duplicates. Council recommendations are recorded in minutes, which are retained indefinitely.

STAFF & COUNCILLOR INFORMATION				
Applications for co-option	Term of Office + 1yr	Management	Clerk	FVH /S
Declarations of Acceptance of Office	Term of Office + 1yr	Management	Clerk	FVH /S
Members Register of Interests	Term of Office + 1yr	Management	Clerk	North Lincs Council
Employee records	Employment period +3yrs from end of relevant tax year	Management	Clerk	FVH /S

CORRESPONDENCE

Complaints	Resolution +1yr	Management	Clerk	FVH /S
Magazines, Journals and other general information	3 months or for as long as useful	Management	Clerk	FVH /R
Routine correspondence	Completion of relevant issue +6 months or if useful	Management	Clerk	FVH /S /D

KEY: FVH = Flixborough Village Hall
R = Recycle
S = Shred
D = Delete
B = Bank or another local repository