

TOWN AND PARISH COUNCIL RECORDS – DISPOSITION RECOMMENDATIONS FOR CURRENT RECORDS (INCLUDING RECORDS CREATED SINCE 1990)

Prepare customised list for your Council to approve. Annotate 'Action Log' column with dates of action

Item no	Function/records	Publication scheme	Other notes	Recommendation	Action log (<i>annotate with dates of action to provide log</i>)
1 The democratic process: meetings					
1.1A	Signed minutes of Council meetings		Required by Local Government Act 1972 and must be held in hard copy Permanent records	Transfer to Archives at regular intervals for permanent retention – see introduction	
1.1B	Signed minutes of confidential business at Council meetings. <i>Note that any relating to the Clerk should be in the custody of the Chairman</i>		as 1A above	as 1A above	
1.2	Agenda		Retain, either attached to minutes, or in separate agenda book – permanent records	Transfer to Archives at regular intervals for permanent retention – see introduction	
1.3	Reports and other papers circulated with agenda		Permanent records Retain – attach to minutes	Transfer to Archives at regular intervals	
1.4	Committee and sub-committee minutes		Permanent records	Transfer to Archives at regular intervals	
1.5	Committee papers (including agenda)		Retain – attach to minutes	as 1.4 above	
1.6	Draft/rough minutes		Note that any retained may be required to be produced in response to a Freedom of Information request.	Destroy once minutes are approved and signed	
1.7	Use-copy minutes and reports (retained to assist ready reference – see introduction)			Destroy once admin use ceases - ? 5 years	

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1.8	Procedural Standing Orders and committee terms of reference		Permanent records	Transfer to archives when superseded or otherwise no longer relevant	
1.9	Annual Parish Meeting reports		Treat as Council papers – permanent records	Transfer to archives	
1.10	Annual report to Parish Meeting		Permanent record	Transfer to archives with minutes of annual meetings	

2 The democratic process: code of conduct					
2.1	Councillors' declarations of acceptance of office		Clerk acts as agent for Monitoring Officer	Transfer to archives three years after Councillor ceases to serve/ declaration superseded upon election of new Council	
2.2	Councillors' register of interests		Clerk acts as agent for Monitoring Officer	Transfer to archives after admin use concluded (three years after last councillor ceases to serve)	
2.3	Declaration of interests record			If there is a separate recording mechanism over and above the minutes transfer to archives three years after newly elected Council.	
2.4	Chairman's declarations of acceptance of office		Clerk acts as agent for Monitoring Officer	Transfer to archives three years after Chairman ceases to serve/declaration superseded	
2.5	Standards Board: notifications of complaint, process papers			As these records are retained by the Standards Board & Committees, council copies can be destroyed once they are no longer required	
2.6	Standards Board: decisions			As in 2.5	

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3 The democratic process: elections and casual vacancies					
3.1	Notices of elections/vacancies		minutes will note that notices have been posted	Destroy after relevant 4-year council life	
3.2	Co-option application papers			Destroy after end relevant council life	
3.3	Co-option criteria sheet			Destroy after end relevant council life	
3.4	Co-option ballot papers			Destroy after end relevant council life	

4 Boundary plans, bye-laws and orders, policies and strategic plans (Parish Council or partnership)					
4.1	Notices and plans relating to warding and boundary changes			Transfer to archives when superseded	
4.2	Byelaws and orders (master copies)			Transfer to archives when superseded	
4.3	Policy documents and strategic plans (including Publication Scheme)			Transfer to archives when superseded	
4.4	Parish Plan and action plan			Transfer to archives when superseded	
4.5	Consultation papers, drafts relating to above			Destroy 5 years after completion	

5 Public relations and publications					
5.1	Publications, including parish newsletter		retain a set for admin use (good practice)	Transfer one copy to archives at regular (5-year) intervals	
5.2	Press releases and press reports			Transfer to archives	
5.3	Press cuttings books			Offer to archives	
5.4	Guides, handbooks and reports received from other authorities			Destroy when no longer of local significance	

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6 Legal, contracts and insurance					
6.1	Proceedings against/litigation to defend the authority		Permanent	Transfer to archives 2 years after last action	
6.2	Contracts		Is this a major matter? Y/N	Y – transfer to archives 2 years after expiry N – destroy one year after expiry	
6.3	Major works: specification, evaluation criteria, successful tender documents		Statute of Limitations	Retain for 7 years from expiry of any contractual obligation or relationship (eg retention, guarantee); then offer to archives	
6.4	Minor works: specification, evaluation criteria, successful tender documents			Retain for 7 years as above, then destroy	
6.5	Unsuccessful tender applications			Retain for 7 years as above	
6.6	Contracts for services: specification, evaluation criteria, successful tender documents			Destroy 7 years after expiry	
6.7	Leases of property, wayleaves		Permanent retention	Transfer to archives	
6.8	Licence agreements for use of property		to defend against adverse possession –	Destroy 13 years after cessation of use pursuant to licence	
6.9	Insurance policies – public and third-party liability		Seek the advice of your insurer	Destroy according to Insurer's advice	
6.8	Insurance policies – property		Seek the advice of your insurer	Destroy according to Insurer's advice	
6.9	Claims against the authority - correspondence		Seek the advice of your insurer	Destroy according to Insurer's advice	

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7 Staff records (Note records for any one staff member may be kept on a file – if so, treat file in same manner as contract below)					
7.1	Recruitment: adverts, applications, interview papers (unsuccessful candidates)			Destroy 1 year after appointment made	
7.2	Application and interview papers, successful candidate		Statute of limitations	Destroy 7 years after termination of contract	
7.3	Contract of employment		Statute of limitations, (tax)	Destroy 7 years after termination of contract	
7.4	Staff performance monitoring		Statute of limitations, (tax)	Destroy 7 years after termination of contract	
7.5	Leave records			Destroy after 2 years	
7.6	Attendance records		Are there concerns about attendance? Y/N	Y – destroy 7 years after termination of contract N – destroy after two years	
7.7	Time sheets			Destroy after 2 years	
7.8	Training record			Destroy 7 years after termination of contract	
7.9	Pay records			Destroy 7 years after termination of contract	
7.10	Income tax etc records			Destroy 7 years after termination of contract	
7.11	Pension/related payment			Destroy 7 years after termination of contract or payments whichever is the later	
c/r	<i>For insurance see section 6, for Health and Safety see section 10</i>				

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8 Finance					
8.1	Annual return and accounts		Permanent records	Transfer to archives at regular intervals	
8.2	Receipt and payment books or other principal accounting books		Permanent records	Transfer to archives at regular intervals	
8.3	Precept papers		Audit regulations require that precept can be justified. Permanent records	Transfer to archives at regular intervals	
8.4	Reconciliations and summaries of accounts			Destroy after end of audit period	
8.5	Tax (VAT) records			Destroy 7 years after end of financial year in which created	
8.6	Orders, invoices, receipts, bank statements and cheque books, VAT records			Destroy 7 years after end of financial year in which created	
8.7	Register of councillors' allowances		Taxation Statute of limitations (6 years from event becoming known)	7 years	
8.8	Loan files		Minutes will record	Destroy 7 years after repayment	
8.9	Grants to local bodies - papers		Minutes will record	Destroy 7 years after application	
8.10	Scales of fees and charges			Destroy after 7 years	
8.11	Cash, petty cash, receipt and rent books		Tax, VAT, Statute of Limitations	Destroy after 7 years	
c/r	<i>for pay and pension records, see section 7, for insurance see section 6</i>				

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9 Property and other assets					
9.1	Asset register including property registers and terriers (council's record of land holdings)		continuously updated	Transfer copy at 5-year intervals to archives	
9.2	Title deeds and land registry certificates		Create working copies as necessary for ready access, annotated with references to stored copies	Retain securely during ownership of property. After disposal or registration offer to archives any deeds returned from Land Registry	
9.3	Title deeds: epitomes, lists and transcripts			Retain securely during ownership of property. After disposal offer to archives	
9.4	Legal papers relating to sale		Is this a significant property? Y/N	Destroy 15 years after all obligations/ entitlements concluded. Y - Offer papers relating to significant properties to archives	
9.6	Plans, surveys, installation manuals, certificates of approval		Is this a significant property? Y/N	Retain for life of building/property. Thereafter: N - destroy. Y – offer to archives	
9.7	Parish buildings, recreation grounds etc: hire conditions, applications to hire, lettings diaries and related papers			Destroy 22 years after end of use (based on possible 21 years for child injury claim)	
9.8	Correspondence and papers relating to maintenance and improvements				
c/r	<i>for insurance, leases, wayleaves, see section6</i>				

10 Health and Safety					
10.1	Equipment safety inspection records			Destroy 22 years after disposal of equipment	
10.2	Monitoring records			Destroy 22 years after disposal of equipment	

10.3	Accident book			Destroy 26 years after last entry	
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11 Allotments					
11.1	Registers and plans			Transfer to archives after admin use concluded	
11.2	Regulations			Transfer to archives after superseded/admin use concluded	
11.3	Correspondence relating to lettings, enforcement of regulations			Destroy after 7 years	

12 Cemeteries and Burial Grounds					
12.1	Registers and plans		Permanent records	Transfer to archives after admin use concluded	
12.2	Papers relating to regulation of burials: permits, applications, orders, grants of rights of burial		Cemeteries Orders and Regulations	Transfer to archives after admin use concluded	
c/r	<i>for scales of fees and charges and financial records, see section 8 Finance</i>				

13 Commons, Village Greens, Rights of Way, Tree Preservation Orders, statutory designations					
13.1	Papers relating to initial registration		Retain copy as long as administratively useful	Offer to archives when registration effected	
13.2	Commons/Village Green register entry and plan		Statutory copy retained by County/Unitary Council as permanent record	Retain for local use	
13.3	Rights of Way map		Statutory copy retained by County/Unitary Council as permanent record	Retain for local use until superseded	
13.4	Tree Preservation Orders		Statutory copy retained by	Retain for local use	

			County/Unitary Council as permanent record		
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13.5	Countryside Access schemes		Statutory copy retained by County/Unitary Council as permanent record	Retain for local use	
13.6	Designation of Areas of Special Scientific Interest		Statutory copy retained by originating body as permanent record	Retain for local use	

14 Planning					
14.1	Regional, county and local frameworks/plans		Statutory copy of final document retained by originating authority as permanent record	Retain for local use; destroy when superseded	
14.2	Consultation relating to 14.1 above: papers and responses		Was comment significant? Y/N	Y – offer to archives after end of local relevance N – destroy 2 years after publication of final document	
14.3	Planning applications, permission notices		Statutory copies retained by local planning authority Appeal and judicial review periods	Where permission is granted, retain until development complete and conditions discharged. Where permission is not granted, destroy after 1 year (or longer if of local importance). If appealed, destroy 1 year after decision and judicial review period	
14.4	Comment upon planning applications (statutory consultee)		Retained by local planning authority	Retain front summary sheet including comment; index by	

				street to provide parish planning history for admin use	
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15 General administration					
15.1	Correspondence and papers relating to local issues of lasting or major significance		File separately, issue by issue	Review after 3 years. Offer to archives 3 years after significance ceases	
15.2	Correspondence and papers relating to local issues of small significance			Review after 3 years. Destroy if issue is not ongoing	
15.3	Complaints about service provision by the Council		Is this a major issue Y/N	Y – retain for 7 years after satisfaction; offer to archives N – destroy 3 years after satisfaction	
15.4	Complaints about service provision by others, and related correspondence		Is this a major issue Y/N	Y – retain for 7 years after satisfaction; offer to archives N – destroy 3 years after satisfaction	
15.5	Circulated papers		Discard immediately those not of local significance	Review every three years and destroy those no longer of use/relevance	
15.6	Photographs		Ensure identification	Offer to archives when no longer of local use	

16 Information and Records management					
16.1	Receipts for records transferred to archives		Permanent. Assist with FOI enquiries Archives service will retain copy.	Retain securely locally	
16.2	Records management schedule		Assist with FOI enquiries	Lodge copy with archives upon each review. Destroy local copies after 20 years	

16.3	Register of disposals as per records management schedule		Good practice and convenience may suggest that this forms part of the schedule	If retained separately from records management schedule, transfer to archives 20 years after last entry	
16.4	File index log-book		See introduction – provides disposal register for individual files	Transfer to archives upon completion of book or if held electronically, at 10-year intervals	