

Buckland Parish Council

Documents and Records Policy

This policy is in line with information about local council documentation contained in Chapter 11 of “Local Council Administration” by Charles Arnold Baker (10th Edition) and NALC Legal Topic Note 40 (November 2016).

This is a basic outline of the documents held by Buckland Parish Council and it is meant to focus attention when disposing of Parish Council records rather be restrictive. Discretion should be given to practitioners with respect to everyday items.

The aim of this document is to ensure valuable information is not destroyed and to ensure information held is relevant and appropriate.

There is a need to retain documents for audit purposes, management of employees, to satisfy HMRC and to inform legal disputes and proceedings. Papers and records may be destroyed if they are no longer of use or relevant. The use of a paper shredder should be given due consideration when disposing of papers and all personal and confidential papers should be shredded.

Electronic information, held on the PC laptop is backed up as set out in Council’s Information Technology Policy.

Items deposited with the British Library and items archived at the Surrey History Centre (“SHC”), Woking are listed in the attached appendix to this policy statement.

Document	Reason
Keep indefinitely	
Minutes	Archive
Receipt and Payment Accounts	Archive
Title deeds, leases, agreements, contracts	Archive, Management
Keep for 40 years from date of commencement or renewal	
Certificates for Insurance against liability for employees	Employers Liability (Compulsory Insurance) Regulations 1998 (SI2753) Management
Keep for 12 years	
Wages Records	Superannuation
Keep for 10 years	
Electronic financial expenditure records	Audit, VAT
Keep for 6 years	
VAT records	VAT
Paid invoices	VAT
Quotations and tenders	Limitation Act 1980 (as amended)
Receipt books of all kinds	VAT
Petty cash, postage, telephone books – if used	Tax, VAT, Limitation Act 1980 (as amended)
Scales of fees and charges	Management
Quotations and tenders	Limitation Act 1980 (as amended)
Members Allowance Register – if used	Tax, Limitation Act 1980 (as amended)
Keep for 2 years	
General correspondence, with discretion	Management
Bank Statements	Audit
Bank Paying in books and cheque book stubs	Audit
Timesheets (3 years)	Audit (Best practice for Personal Injury is 3 yrs)

Keep while valid	
Risk Assessments	Management
Insurance Policies	Management
Health and Safety Information	Management
Policy documents provided to Council including Local Plans, Structure Plans, Policy Statements	Management
Staff records should not be kept for longer than is necessary for the purpose for which it was held. (Keep data relevant to HMRC, Pensions & National Insurance for at least 12 months.)	Management

Appendix: Information deposited at the Surrey History Centre (SHC)

Accepted and retained by SHC: 15th May 2012

Minute Book: 18th December 1894 – 25th March 1929

Minute Book: 15th April 1929 – 27th May 1952

Minute Book: 19th September 1952 – 31st July 1972

Minute Book: 16th October 1972 – 10th October 1986

Minute Book: 9th January 1987 – 3rd June 1996

Minute Book: 15th July 1996 – 25th March 1929

File of Minutes: 17th May 1999 – 15th March 2010

Members Declarations on Acceptance of Office: 1894 - 1988

Annual Parish Meeting Minute Book: 4th December 1894 – 5th April 2004

File of Minutes: 5th April 2004 – 4th April 2011

Treasurers Bond dated 25th August 1911

Superannuation Agreement dated 28th July 1925 with SCC

Supplemental Superannuation Agreement dated 16th April 1929 with SCC

Superannuation Agreement dated 16th March 1937 with SCC

Agreement for the provision of Fire Brigade Services, between BPC and Borough of Reigate and dated 20th September 1930

Supplemental Agreement relating to the provision of Fire Brigade Services dated 1st March 1930

Annual Financial Statements to: 31 March 1896 – 31 March 1924

Annual Financial Statements to: 31 March 1926 – 31 March 1966

Annual Financial Statements to: 31 March 1997 – 31 March 2000

Annual Financial Statements to: 31 March 2002 – 31 March 2004

Receipt and Payment Accounts Book (including AFS 1967-1982) 1962 – 1982

Receipt and Payment Accounts Book (including AFS 1983-1996) 1982 – 2011

Overseers' Book of Receipts and Payments: March 1868 – September 1907

Collector's Monthly Statements: October 1924 – February 1928

Balance Sheet, Bank paying in book, receipt book and Lord Mayor's acknowledgement of donation re village fundraising effort to donate to the King George VI Memorial Fund

Appendix: Information deposited with the British Library

Booklet of walks around Buckland and Betchworth dated March 2012.

Adopted : 9th January 2017.

Next review date: September 2018.

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