Broomfield Parish Council

Document Retention Policy

This policy was reviewed and approved by Full Council in June 2026

Prime objectives
Broomfield Parish Council (BPC) recognises that the efficient management of its records is necessary to comply with legal and regulatory obligations and to allow for its effective management. This policy has been created to detail how the records maintained by the parish council are kept and when they should be destroyed.

Scope of the policy
This policy applies to all records, in all formats that are created, received or maintained by the parish council. A small percentage of the parish council's records will be selected for permanent preservation as part of the council's archives and for historical research.

Responsibilities
BPC have a corporate responsibility to maintain its records in line with regulatory requirements. The person with overall responsibility for this maintenance is the Parish Clerk with assistance from other members of staff.

Relationship with existing policies
This policy should be read in conjunction with the parish council's
- Freedom of Information policy
- General data protection regulation policies (GDPR May 2018)

Retention schedule
Under the Freedom of Information Act 2000, the parish council is required to maintain a retention schedule which lays down the length of time certain record sets need to be retained. BPC have adopted a policy in line with the National Association of Local Council's legal topic note LTN40 (Local Councils' documents and records).

It should be noted that where the document relates to an online service (for example, banking and accounting software) the retention of information is stored in the cloud for an indefinite period.

Document	Minimum retention period	Reason
Minute books	Indefinite	Archive / historical record
Asset register	Indefinite	Management
Scales of fees and charges	6 years	Management
Receipt and payment accounts	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	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	VAT
Petty cash books	6 years	VAT, Limitation Act 1980 9as amended)
Insurance policies	While valid	Management
Certificates for Insurance against liability for employees	40 years from the date on which the insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (Sl 2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
Halls and recreational grounds • hiring forms • lettings diaries • copies of invoices to hirers • records of tickets issued	6 years	VAT
Allotment register of plans	Indefinite	Archive / historical record
Planning applications	If permission granted, until development completed If permission refused, until appeal period has expired Appeal decisions should be retained indefinitely (may set a precedent for further applications)	Management
Local Plans and similar documents	Until they are no longer in force	Management
External magazines, journals and the like	1 year or for as long as they are useful	Management
Parish Newsletter	Indefinite with a copy sent to the British Library	Archive / historical record, The Legal Deposit Libraries Act 2003
Routine correspondence and emails	6 months after relevant issue is completed	Management
Parish Councillors • applications for co-option	Term of office + 1 year	Management

• declarations of acceptance of office • members register of interests		
Employees records	Employment period + 6 years	Management