



BIRSTALL PARISH COUNCILS

DOCUMENT RETENTION POLICY

The Parish Council's Document Retention Policy was adopted at a Council meeting held on: 14 September 2020.

Note: Categories are based on the Council's publication scheme. Older records may be held at the County Record Office, Wigston

Nature of Information or documentation	Typical retention period
<u>Class 1 - Who we are and what we do</u> - (Organisational information, structures, locations and contacts)	
1.1 Organisational information, structures, locations and contacts	Current information
1.2 Who's who on the Council and its committees	Current information
1.3 Contact details for Parish Clerk and Council	Current information
1.4 Location of main Council office and accessibility details	Current information
1.5 Staffing structure	Current information
<u>Class 2 – What we spend and how we spend it</u> - (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	
2.1 Annual return form and report by auditor	6 complete years
2.2 Finalised budget	6 complete years
2.3 Precept	6 complete years
2.4 Borrowing approval letters	6 complete years
2.5 Financial standing orders and regulations	Current and previous years
2.6 Grants given and received	6 complete years
2.7 List of current contracts awarded and value of contracts	6 complete years
2.8 Members' allowances and expenses	6 complete years
2.9 Vouchers including VAT records, petty cash and bank statements	6 complete years
2.10 Receipts and payments accounts and balance sheets	Indefinite
2.11 Bank paying in books, cheque stubs	1 complete year
2.12 Scales of fees and charges	5 years
2.13 Quotations and tenders	12 years
2.14 Timesheets	1 complete year
2.15 Wages and salary records	6 complete years
2.16 Insurance policies	Current information
2.17 Investments	6 complete years
2.18 Deeds, leases etc	Indefinite
<u>Class 3 – What our priorities are and how we are doing</u> - (Strategies and plans, performance indicators, audits, inspections and reviews)	
3.1 Annual Report to Parish or Community Meeting	Indefinite
3.2 Parish Plan	not applicable
3.3 Quality Status/Local Council Awards Scheme	not applicable
3.4 Local charters	not applicable

Nature of Information or documentation	Typical retention period
Class 4 – How we make decisions - (Decision making processes and records of decisions)	
4.1 Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Current information
4.2 Agendas of meetings	2 years
4.3 Minutes of meetings	Indefinite
4.4 Reports presented to council	2 years
4.5 Responses to consultation papers	2 years
4.6 Responses to planning applications	Not applicable (detailed information is held by the Planning Authority – CBC)
4.7 By-laws	Current information
Class 5 – Our policies and procedures - (Current written protocols, policies and procedures for delivering our services and responsibilities)	
5.1 Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers (see Standing orders) • Code of Conduct • Policy statements • All other policies and procedures • Clerk’s ‘aide Memoire’ Recordings of meetings 	Current information Current information Current information Current information Current information Current information Current information Following approval of the minutes by the Council or Committee the recording will be deleted.
Class 6 – Lists and Registers - Currently maintained lists and registers only (some information may only be available by inspection)	
6.1 Assets Register	Current information
6.2 Register of members’ interests	Indefinite
6.3 Register of gifts and hospitality	Indefinite
6.4 Declaration of acceptance of office	Indefinite
6.5 Electoral register (older versions are available from Charnwood Borough Council)	Current information – not to be disclosed
Class 7 – The services we offer - (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
7.1 Allotments	Current information
7.2 Burial grounds	Current information
7.3 Closed churchyards	Not applicable
7.4 Community centres and village halls	Current information
7.5 Parks, playing fields and recreational facilities	Current information
7.6 Seating, litter bins, clocks, memorials and lighting	Current information
7.7 Public conveniences	Current information