

Record Retention Policy

Fishbourne Parish Council

21 May 2019

Record	Hard Copy	Digital Copy	Minimum Retention Period
Agendas – Council meetings	✓	✓	2 years
Agendas – Non Council meetings	✓	✓	2 years
Minutes – Council meetings	✓	✓	Indefinite. Hard copies over 6 years old archived to Records Office.
Minutes – Non Council meetings	✓	✓	2 years
Minutes/notes handwritten (including notes taken by members)	✓		Until the minutes have been agreed.
Asset Register		✓	Indefinite – living document
Standing Orders		✓	Indefinite – living document
Financial Regulations		✓	Indefinite – living document
Code of Conduct		✓	Indefinite – living document
Attendance Register	✓		4 years
Members' Declarations of Acceptance of Office	✓		Indefinite
Members' Declarations of Interest	✓		Indefinite
Bank Statements	✓		6 years
Bank Paying In Books	✓		6 years
Cheque book stubs	✓		6 years
Public Surveys		✓	3 years. Results only. Supporting documentation not retained once data is compiled.
Public Surveys	✓		1 year. Results only. Supporting documentation not retained once data is compiled.
Village Voice	✓		1 year's worth
Grant applications by FPC	✓	✓	6 years
Grant applications to FPC	✓		6 years
Invoices paid	✓		6 years
Insurance Policies	✓		6 years
General Correspondence	✓	✓	Until the matter is dealt with
Quotations and Tenders - successful	✓	✓	12 years / indefinite
Tenders – unsuccessful	✓	✓	Life of tender
Quotations – unsuccessful	✓	✓	1 year

Risk assessments	✓		12 years
Timesheets	✓		3 years
Title deeds, leases, contracts, agreements	✓		Indefinite
VAT records	✓		6 years
KIT list details	✓		Until details are uploaded onto system
KIT list details		✓	Mailing list reviewed annually and permissions resought. Unsubscribe button on every mail will delete details
Volunteer details	✓	✓	Until the project is finished

Signed: *Geoff Hand*

Chairman

Date: **15 May 2018**

Minute Reference: **18/49.1.2**

Reviewed:

21 May 2019 Min ref 19/67.2

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