



SPRINGFIELD PARISH COUNCIL

Springfield Parish Centre, St. Augustines Way, Springfield, Chelmsford, Essex CM1 6GX

www.springfield-pc.gov.uk

Clerk & Responsible Finance Officer – Karen Kuderovitch

01245 - 466313

DOCUMENT RETENTION POLICY

This policy was reviewed and approved by Full Council on the 2nd June 2025.

PRIME OBJECTIVES

Springfield Parish Council acknowledges that the efficient management of its records is necessary to comply with legal and regulatory requirements and to permit 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

Springfield Parish Council 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 following policies:

- 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. Springfield Parish Council have adopted a policy in line with the National Association of Local Council's legal topic note LTN40 (Local Councils' documents and records).

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



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Certificated 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 Section 4 Management
Investments	Indefinite	Audit Management
Title deeds, leases, agreements, contracts	Indefinite	Audit
Management Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)
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 • declarations of acceptance of office • members register of interests	Term of office + 1 year	Management
Employees' records	Employment period + 6 years	Management