



## FILE RETENTION POLICY

Document History		Next Review
Date	Reason	
May 2023	Reviewed with only formatting changes	May 2024
Sep 2022	Reviewed to add detailed file plan	
Jul 2020	Original document adopted	

### POLICY

This policy covers both paper and electronic files. It is acceptable to retain only an electronic file in many circumstances, however those records bearing a signature or other official mark must be either scanned, or filed in original paper format, to ensure that the signature or official mark is retained.

## FILING PLAN & LOCATION

All paper files to be retained by the Clerk. These are currently stored on a Parish Council shelf in his upstairs book room.

LOCATION	STATUS	FUTURE PLANS
<p>WEB SITE  <a href="http://www.freethorpeparishcouncil.org">www.freethorpeparishcouncil.org</a></p> <p>maintained using  <a href="https://www.hugofox.com/">https://www.hugofox.com/</a></p>	<ul style="list-style-type: none"> <li>• HOME <ul style="list-style-type: none"> <li>○ Parish description and Accessibility statement</li> </ul> </li> <li>• PLANNING TRACKER <ul style="list-style-type: none"> <li>○ of applications in the parish</li> </ul> </li> <li>• PARISH COUNCIL &gt; COUNCILLORS <ul style="list-style-type: none"> <li>○ List and link to Broadland District Council register of interests</li> </ul> </li> <li>• PARISH COUNCIL &gt; MEETING DATES <ul style="list-style-type: none"> <li>○ List of dates for current year and next year when set,</li> <li>○ information on code of conduct at meetings</li> </ul> </li> <li>• PARISH COUNCIL &gt; AGENDAS <ul style="list-style-type: none"> <li>○ copy of public agenda for current and previous year</li> </ul> </li> <li>• PARISH COUNCIL &gt; MINUTES <ul style="list-style-type: none"> <li>○ All minutes since 2012 in Word format</li> <li>○ All minutes 1952 – 2011 in photo/scanned format</li> </ul> </li> <li>• PARISH COUNCIL &gt; FINANCE <ul style="list-style-type: none"> <li>○ Budget current year</li> <li>○ Accounts since 2017-18 (5 years)</li> </ul> </li> <li>• PARISH COUNCIL &gt; DOCUMENTS <ul style="list-style-type: none"> <li>○ Standing Orders, Financial Regulations and Other Policies</li> <li>○ Freedom of Information Model Publication Scheme</li> </ul> </li> </ul>	<p>Continue to review published policies and standing orders each May.</p> <p>Upload agendas for 5 years in line with retention policy</p> <p>Consider publishing earlier accounts where available in line with retention</p>

	<ul style="list-style-type: none"> <li>○ Children's Road Safety E-Book</li> <li>○ Armed Forces Covenant</li> <li>• PARISH COUNCIL &gt; EXTERNAL DOCUMENTS <ul style="list-style-type: none"> <li>○ Used to upload external documents for advertising in the NEWS section, e.g. Broadsheet, Police information</li> </ul> </li> <li>• DATA PROTECTION <ul style="list-style-type: none"> <li>○ Data Protection statement and documents</li> </ul> </li> <li>• VILLAGE HALL <ul style="list-style-type: none"> <li>○ Brief description of Village Hall and some photographs and link to website</li> </ul> </li> <li>• CONTACT <ul style="list-style-type: none"> <li>○ Clerk contact details</li> <li>○ Contact form that generates email to the parish council email account</li> </ul> </li> <li>• NEWS <ul style="list-style-type: none"> <li>○ Publishing of news items and information received from external bodies</li> <li>○ Only recent news items are retained</li> </ul> </li> </ul>	Continue to publish occasional general Freethorpe Parish Council documents
ONE DRIVE	<ul style="list-style-type: none"> <li>• All current documents are held on Onedrive in both scanned and original Word forms.</li> <li>• Backup of the Freethorpe Parish Council drive to external hard drive to be taken every 1 month to mitigate the risk of losing some or all documents on Onedrive.</li> <li>• Each meeting has a separate folder containing the agenda, previous minutes and all papers relating to the meeting</li> <li>• File structure as at 01/09/2022</li> </ul>	Continue

	<table><thead><tr><th>Name</th><th>Status</th><th>Date modified</th><th>Type</th></tr></thead><tbody><tr><td>0. CiLCA Training</td><td>✓ R</td><td>19/09/2022 19:54</td><td>File folder</td></tr><tr><td>1. Meetings</td><td>🔄 R</td><td>23/07/2022 14:11</td><td>File folder</td></tr><tr><td>2. Accounts</td><td>🔄 R</td><td>20/09/2022 09:34</td><td>File folder</td></tr><tr><td>3. Correspondence</td><td>✓ R</td><td>01/01/2021 18:25</td><td>File folder</td></tr><tr><td>3.1 Broadland</td><td>✓ R</td><td>23/05/2022 08:58</td><td>File folder</td></tr><tr><td>3.2 Norfolk County Council</td><td>✓ R</td><td>29/11/2021 17:16</td><td>File folder</td></tr><tr><td>3.3 General</td><td>✓ R</td><td>02/08/2022 10:39</td><td>File folder</td></tr><tr><td>3.4 Trees</td><td>✓ R</td><td>02/08/2022 09:18</td><td>File folder</td></tr><tr><td>4. Recycling</td><td>✓ R</td><td>24/01/2022 10:30</td><td>File folder</td></tr><tr><td>5. Play Equipment</td><td>✓ R</td><td>01/01/2021 18:25</td><td>File folder</td></tr><tr><td>5.1 Inspections</td><td>✓ R</td><td>23/08/2022 10:25</td><td>File folder</td></tr><tr><td>5.2 Maintenance</td><td>✓ R</td><td>07/12/2021 08:59</td><td>File folder</td></tr><tr><td>5.3 Play Equipment Project 2019</td><td>✓ R</td><td>04/10/2021 11:24</td><td>File folder</td></tr><tr><td>5.4 Wickhampton Play Area</td><td>✓ R</td><td>17/08/2021 08:13</td><td>File folder</td></tr><tr><td>6. Governance</td><td>✓ R</td><td>01/01/2021 18:25</td><td>File folder</td></tr><tr><td>6.1 Parish Councillors</td><td>✓ R</td><td>03/01/2021 09:10</td><td>File folder</td></tr><tr><td>6.2 Administration</td><td>✓ R</td><td>20/06/2022 10:06</td><td>File folder</td></tr><tr><td>6.3 Policies</td><td>🔄 R</td><td>10/05/2022 09:02</td><td>File folder</td></tr><tr><td>6.4 Website</td><td>✓ R</td><td>12/09/2022 08:28</td><td>File folder</td></tr><tr><td>6.5 Speed management</td><td>🕒 R</td><td>23/08/2022 10:48</td><td>File folder</td></tr><tr><td>7. Projects</td><td>✓ R</td><td>01/01/2021 18:25</td><td>File folder</td></tr><tr><td>7.1 Wickhampton Projects</td><td>✓ R</td><td>02/03/2022 08:14</td><td>File folder</td></tr><tr><td>7.2 Local Nature Plan</td><td>✓ R</td><td>04/07/2022 09:31</td><td>File folder</td></tr><tr><td>7.3 Allotments</td><td>✓ R</td><td>07/02/2022 11:29</td><td>File folder</td></tr><tr><td>7.4 Community Emergency Plan</td><td>✓ R</td><td>21/06/2022 08:47</td><td>File folder</td></tr><tr><td>7.5 Rampant Horse</td><td>✓ R</td><td>27/06/2022 08:54</td><td>File folder</td></tr></tbody></table>	Name	Status	Date modified	Type	0. CiLCA Training	✓ R	19/09/2022 19:54	File folder	1. Meetings	🔄 R	23/07/2022 14:11	File folder	2. Accounts	🔄 R	20/09/2022 09:34	File folder	3. Correspondence	✓ R	01/01/2021 18:25	File folder	3.1 Broadland	✓ R	23/05/2022 08:58	File folder	3.2 Norfolk County Council	✓ R	29/11/2021 17:16	File folder	3.3 General	✓ R	02/08/2022 10:39	File folder	3.4 Trees	✓ R	02/08/2022 09:18	File folder	4. Recycling	✓ R	24/01/2022 10:30	File folder	5. Play Equipment	✓ R	01/01/2021 18:25	File folder	5.1 Inspections	✓ R	23/08/2022 10:25	File folder	5.2 Maintenance	✓ R	07/12/2021 08:59	File folder	5.3 Play Equipment Project 2019	✓ R	04/10/2021 11:24	File folder	5.4 Wickhampton Play Area	✓ R	17/08/2021 08:13	File folder	6. Governance	✓ R	01/01/2021 18:25	File folder	6.1 Parish Councillors	✓ R	03/01/2021 09:10	File folder	6.2 Administration	✓ R	20/06/2022 10:06	File folder	6.3 Policies	🔄 R	10/05/2022 09:02	File folder	6.4 Website	✓ R	12/09/2022 08:28	File folder	6.5 Speed management	🕒 R	23/08/2022 10:48	File folder	7. Projects	✓ R	01/01/2021 18:25	File folder	7.1 Wickhampton Projects	✓ R	02/03/2022 08:14	File folder	7.2 Local Nature Plan	✓ R	04/07/2022 09:31	File folder	7.3 Allotments	✓ R	07/02/2022 11:29	File folder	7.4 Community Emergency Plan	✓ R	21/06/2022 08:47	File folder	7.5 Rampant Horse	✓ R	27/06/2022 08:54	File folder	
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CURRENT PAPER FILE Green A4 file	<ul style="list-style-type: none"><li>• April 2021 to date signed minutes</li><li>• Bank Statements since April 2020</li></ul>	Continue, applying retention rules, moving minutes to archive file when no longer current.																																																																																																												
ARCHIVE PAPER FILE (MINUTES) Green A4 Lever Arch Three old-style minute books	<ul style="list-style-type: none"><li>• April 2012-March 2021 signed minutes in ring binder</li><li>• April 2010-March 2012 Red Minute Book</li><li>• August 1988-March 2010 Maroon minute book</li><li>• October 1952-July 1988 Green minute book</li></ul>	All minutes have been photographed and uploaded to the website (Sep 2022).  Agree a date to lodge the minute books with Norfolk Records Office.																																																																																																												
ACCOUNTS ARCHIVE FILE Green A4 Lever Arch	<ul style="list-style-type: none"><li>• All signed accounts from 2010-11 to 2019-20, with the exception of 2014-15 (accounts summary only)</li></ul>	Retain, adding in line with retention plan.																																																																																																												

Blue accounts book 1991-2010/11	<ul style="list-style-type: none"> <li>Blue accounts book 1991-2010/11</li> </ul>	
GENERAL ARCHIVE FILE Green A4 Lever Arch	<ul style="list-style-type: none"> <li>Very limited range of papers, one old insurance policy, odd documents of interest, Catherine Moore's collected papers.</li> </ul>	For historical purposes only. In the rare event of new paper original documents, use this file.
LEGAL FILE Blue envelope wallet with elastic bands	<ul style="list-style-type: none"> <li>Title deeds for Village Hall and 'Clock Tower'</li> <li>Original Wickhampton Play Area Lease from 1989</li> <li>Wickhampton Pond registration documents from 2009</li> </ul>	Retain
NORFOLK RECORDS OFFICE	<ul style="list-style-type: none"> <li>Wickhampton Parish Meeting minutes 1894-1928</li> </ul>	Nothing is currently filed for Freethorpe Parish Council. See above.

## RECORD TYPES & RETENTION PERIODS

RECORD	RETENTION PERIOD	NOTES
Accident Report Forms	3 years (or 3 years after the Subject reaches their 18 <sup>th</sup> birthday)	Whichever is the greater.
Accounts – Annual Audit Return	Indefinite	
Accounts – Invoices / Vouchers	7 years from end of the relative financial year	For VAT purposes. Includes petty cash records.
Accounts – Minor records	2 years from completion of audit	Paying in books / Cheque stubs
Agendas	5 years	Minutes form the official record of the meeting.
Allotment Register & Plan	Indefinite	
Audit Reports – Internal & External	Indefinite	
Bank Statements	2 years from completion of audit	
Budgets	5 years	
Buildings – papers relating to occupation	3 years after occupation ceases	
Buildings & Engineering Works – key records not covered elsewhere in this policy	For the life of the building	
Burial Ground Records	Indefinite	
Cash books	7 years	VAT
Complaints	10 years	Unless otherwise advised by a legal representative
Contracts – council as customer	10 years from termination	
Contracts – council as supplier	10 years from completion	Eg building hire

RECORD	RETENTION PERIOD	NOTES
Debtors records	7 years from discharge of debt	
Deeds of Title	Indefinite	
Delivery Notes	2 months	Until payment of invoice is made
Demand Notes	7 years	
Diaries	1 year after last date in diary	
Employment Records - Major	6 years after Subject leaves service or until 70 <sup>th</sup> birthday, whichever is later	Letters of appointment, contracts and variations, related correspondence
Employment Records - Minor	2 years	Annual Leave records, timesheets etc
Estimates	3 years	
Expense Claims	7 years	
Inspection Records – eg Boilers etc	Lifetime of item	
Insurance Policies	Indefinite	
Job Applications – Unsuccessful applications	6 months	
Land Surveys and Registers	Indefinite	
Leases	Indefinite	
Members Allowance Register	6 years	
Minutes – Full Council & Advisory Groups	Indefinite	Full Council – signed copy to be kept in paper format. Advisory Groups – copy to be kept electronically.
Minutes – Working Parties	5 years after completion of subject matter	
Pay Roll – Salaries & Pension	6 years	

RECORD	RETENTION PERIOD	NOTES
PAYE Records	6 years	
Planning Applications	N/a	No longer supplied in paper format, viewed on Broadland District Council website
Play Area Inspection Records	21 years	Age of majority + 3 – statute of limitations for a claim for injury when a minor
Property Acquisition and Disposal Records	Indefinite	
Reports – Annual Parish Report	Indefinite	Archive of Council's activities
Reports – Meetings (major)	Indefinite	
Reports – Meetings (minor)	3 years	
Serious Incident Files	Indefinite	
Software Licences	Lifetime of software	
Surveys – Buildings & Engineering	Indefinite	
Tenders	7 years	
Training Records	7 years following termination of appointment	Both staff and councillors
VAT Records	7 years	