



## Document Management

<b>Twyford Parish Council Policies and Procedures</b>	
<b>Document Management Procedures</b>	
Document ref:	
Version:	3.0
Version date:	2024
Date adopted:	30.01.24

**Wherever possible electronic copies should be retained in preference to hard copies.**

## 1. Document Handling

- All documentation is to be read by the Officer.
- The receiving officer is then to decide to:
  - (a) Action under Officer's delegated powers
  - (b) Add to the next agenda as Full Council Correspondence
  - (c) Add to the next agenda as Committee correspondence
  - (d) Send to the Chairman of Council for perusal and comment
  - (e) Forward to specific named Councillor
- Signed minutes are to be taken to Berkshire Record office annually after audit or as soon as practical afterwards.

## 2. Document Retention

**Key:** P = Preserve permanently; R = Review after Minimum retention Period;  
D = Destroy after Minimum retention Period

Record	Action	Minimum Retention Period	Reason
<b>Administration</b>			
Signed Minutes of Council Meetings	P	Indefinite	Archives
Reports & other documents circulated with agendas not attached to signed Minutes	R	1 year	Archives
Councillors' Declarations of Office & Register of Interests	P	2 terms of office	Archives
Byelaws and Orders	P	Indefinite	Audit, Management
Title Deeds, Leases, Agreements, Contracts & Wayleaves	P	Indefinite	Audit, Management

<b>Record</b>	<b>Action</b>	<b>Minimum Retention Period</b>	<b>Reason</b>
Property registers & terriers, including register and plans for allotments	P	Indefinite	Audit, Management
Maps, plans & surveys of property owned by the Council	P	Indefinite	Archives
Correspondence and papers on important local issues or activities	R	destroy as soon as no longer required	Archives
Successful quotations and tenders for major works (over £10,000)	R	6 years after completion of the works	Statute of limitation
Successful quotations and tenders for minor works	D	Post audit	Statute of limitation
Unsuccessful tenders	D	Post audit	Challenge
Routine correspondence, papers & emails	D	Retain as long as useful	
Personnel records	D	For the period of employment + 3 years	Limitation period
Personnel records (application forms & interview notes – unsuccessful candidates)	D	1 year	Due to discrimination Act
Health & Safety records including accident report sheets	D	6 years	Limitation period
Scale of Fees and Charges	D	5 years	Management
Insurance Policies	D	Retain for 6 years	Audit, Management
Employer's Liability Certificates	P	Retain for 40 years	Management
<b>Finance</b>			
Receipts and payments records	P	6 years	Archives
Investments	P	6 years after disposal	Audit, Management
Financial Returns to External Auditor	D	6 years	Audit
Internal Auditor Reports	D	6 years	Audit
Bank Statements, including deposit/saving accounts	D	Last completed audit year	Audit
Bank Paying-in books and cheque book stubs	D	Last completed audit year	Audit
Paid Invoices	D	6 years	VAT
VAT Records	D	6 years	VAT
Time Sheets	D	Last completed audit year	Audit
Salary Records	D	6 years	Taxes Management Act 1970

<b>Record</b>	<b>Action</b>	<b>Minimum Retention Period</b>	<b>Reason</b>
Pension Records	D	12 years after benefit ceases	
Records relating to parish halls, centres and recreation grounds; applications to hire, lettings diaries, copies of bills to hirers and records of payment	D	6 years	VAT
<b>Miscellaneous</b>			
Maps created under provision of the Rights of Way Act 1992	P	Indefinite	Archives
TPC magazines, press cuttings and photographs	P	Indefinite	Archives
Any records dating from before 1894 now held by the Council	P	Indefinite	Historical
Records of other bodies such as burial boards, charities, fire brigades, home guard units, local societies and <i>ad hoc</i> committees	P	See under Administration and Finances	
Reports, Guides, handbooks etc received by the Council from other bodies	R/D	Retain as long as useful	