Retention of Documents

Version	Date of Adoption	Minute Reference	Review Date	Originator
2020v1	17.3.2020	123-2020	March 2021	G White
2021	25.3.2021	97-2021	March 2022	G White

Retention of Documents

Worplesdon Parish Council will retain the following documentation for the period specified:

Record type	Where and how stored	For how long and reason for retention
Accounts; including payroll and VAT	Hard copy (Council Chambers) and electronic copy (Parish office)	7 years – HMRC purposes
Payroll	Hard copy (Council Chambers) and electronic copy (Parish office)	12 years - Superannuation
Investment records	Parish office	Minimum of 7 years following closure of the account.
Cash Book	Hard copy (Archived version Council Chambers) – Current version – Parish office	From 1968 onwards
General correspondence	Hard copy - Parish Office – Electronic copy – Parish office	2 years – Audit - Destroyed by shredding if in hardcopy.
Historic information	Hard and electronic copies	In perpetuity – for local historic benefit
Playground inspection reports	Hard copy (Council Chambers) – Current year – Parish office	21 years – Possible litigation claim
Planning records		No need to retain - Information held by Guildford Borough Council
Council minutes	Old minutes with Surrey History Centre, (1894 – 1989) – Newer records (hard copy – Council Chambers) (newer ones electronically – Parish office – Hard copy current year – Parish office)	In perpetuity
Council agendas	1999 onwards – Council Chambers – current year Clerk's office (newer ones electronically – Parish office	In perpetuity
Maps	Hard copy – Council Chambers/Parish office	In perpetuity
Title Deeds, leases, agreements, contracts	Parish office	Indefinite (Audit/Management)

Record type	Where and how stored	For how long and reason for retention
Certificates of Insurance against liability for employees	Council Chambers	40 years – The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753) – Management
Insurance policies	Parish office	While valid

Review date: March 2022