



Retention of Documents

Version	Date of Adoption	Minute Reference	Review Date	Originator/Reviewer
2020v1	17.3.2020	123-2020	March 2021	G White
2021	25.3.2021	97-2021	March 2022	G White
2022	24.3.2022	97-2022	March 2023	G White
2023	21.3.2023	130-2023	March 2024	G White
2024	19.3.2024	2024-104	March 2025	G White
2025	24.3.2025	2025-110	March 2026	G White
2026	23.3.2026	2026-101	March 2027	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 1894 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 - 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 Although the Employers' Liability (Compulsory Insurance) (Amendment) Regulations 2008 mean it is no longer mandatory that companies hold 40 years of certificates, it is still considered to be good practice to retain old certificates in case of future claims.
Insurance policies	Parish office	While valid