Willingale Parish Council

Document and Records Retention Policy

Adopted: 10th March 2026
Next Review: September 2028

The minimum retention period is based on legal guidance and guidance from NALC.

DOCUMENT	Format Hard	Format Digital	MINIMUM RETENTION PERIOD	REASON
Accident books/reports	Y	Y	3 years	RIDDOR (SI 1995/3163)
Agendas – Council	Y	Y	3 years	Archive
Agendas – Non-Council Meetings		Y	3 years	Audit
Assets Register		Y	indefinite	Audit
Bank statements, including deposit/savings accounts	Y		Last completed audit year	Audit
Bank paying in books	Y		Last completed audit year	Audit
Complaints made under the Council's Complaints Procedure	Y	Y	6 years	Management
Councillors' allowance register		Y	6 years	Tax, Statue of Limitations
Councillors' declarations of office	Y	Y	Term of office + 1 year	Management
Councillors' register of interests	Y	Y	Term of office + 1 yar	Management
Employees personal data	Y	Y	6 years after employment terminates	Recommended practice
Grant Application	Y	Y	6 years	Audit

Investments	Y		Indefinite	Audit, Management
Invoices Paid	Y		6 years	VAT
Insurance policies	Y	Y	2 years	Management
Insurance – Certificates against liability for employees	Y	Y	40 years from date on which insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI. 2753) Management
Letters – general correspondence	Y	Y	3 years	
Minutes Council	Y	Y	Indefinite. Hard copies archived to Essex Records Office	Archive
Minutes Non-Council Meetings	Y	Y	3 years	Archive
Nomination forms – Town Council elections			Term of office + 1 year	Management
Postage	Y	Y	6 years	Tax, VAT, Limitations Act
Planning Applications		Y	All available online via Epping Forest District Council	
Policy documents	Y	Y	Indefinite (archive after superseded)	Management
Quotations and tenders	Y	Y	6 years	Limitation Act 1980 (as amended)
Press releases/publications	Y	Y	Indefinite	Management
Receipts and Payment Accounts			Indefinite	Archive
Recruitment Paperwork	Y	Y	1 year for all except successful candidate	Recommended practice
Scale of fees and charges		Y	6 years	Management
Standing Orders	Y	Y	Current	
Statutory maternity, paternity and adoption pay records and evidence	Y	Y	3 years after the end of the tax year in which the pay period ends	Maternity and Parental Leave etc Regulations 1999
Timesheets		Y	Last completed audit year 3 years	Audit
Title deeds, leases, agreements, contracts (n/a)	Y	Y	Indefinite	Audit, Management
VAT records	Y		6 years generally but 20 years for VAT on rents	VAT
Wage Information	Y	Y	12 years	Superannuation