**RYBURGH PARISH COUNCIL**

**Document Management Schedule**

ADOPTED SEPTEMBER 2019

**RYBURGH PARISH COUNCIL**

**Document Management Schedule**

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|             **Document** | **Minimum retention period** | Explanation |
| Minute Books | Indefinite | Archive (NRO) after binding minute bookElectronic copy (Clerk) |
| Scales of fees and charges | 6 years | Management purposes  |
| Receipt & Payment (or Income & Expenditure) Accounts Annual Returns year end bank reconciliation | Indefinite | Hard Copy Archive (NRO)Electronic copy (Clerk) |
| Receipt books of all kinds | 6 years | VAT |
| Bank statements, including deposit/savings account, other investments | 6years | Audit and management |
| Bank paying-in books | 6 years | Audit and management |
| Cheque book stubs | 6 years | Audit and management |
| Quotations and tenders | 12 years | Statute of Limitations |
| VAT Invoices | 6 years | VAT |
| VAT Records  | 6 years  | VAT |
| Petty cash, postage and telephone books | 6 years  | Audit, management, tax, VAT  |
| EU funded projects accounts | 13 Years | EU laws |
| Timesheets | Last completed audit year | Audit |
| Wages books | 12 years  | Superannuation |
| Insurance policesEmployers Liab. Certificates | While valid20 years | Management |
| Title deeds, leases, agreements, contracts | Indefinite   | Audit, Management |
| Members allowance register(if applicable) | 6 years | Tax |
| For halls, centres and Recreation grounds- Application to hire- Lettings diaries- Copies of bills to hirers- Record of tickets issued    | 6 years | VAT |
| For allotmentsRegister and plans |  Indefinite  | Audit, ManagementNRO (after 5 years) |
| For burial grounds- Register of fees collected- Register of burials- Register of purchased graves- Register/plan of grave spaces- Register of memorials- Applications for internment- Applications for right to erect      memorials- Disposal certificates- Copy certificates of grant of     exclusive right of burial.     | Indefinite  | ArchivesCemeteries ordersCremations regulations(to be retained by the Clerk) |

**Destruction of Records**

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| Record Name  |  | Destruction date | Notes |
| Planning Applications |  | Following receipt of DC decision  | Available on line from DC |
| Publicity and Advertising Leaflets |  | Following Parish Council meeting | But still detailed on correspondence list for relevant council meeting. Correspondence list is annexed to council minutes. |
| Notes taken by Clerk and members from meetings |  | After meeting following when minutes have been agreed |  |
| Notes taken at a job interview |  | After 6 months | In case a candidate claims discrimination |
| Personnel and Confidential records |  | After 6 months | Following resignation |
| Electoral role |  | After revised role has been received | Confidential item |
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