



MANAGEMENT OF RECORDS POLICY

Record	Action	Minimum Retention Period	Reason
Administration			
Signed Minutes of Council Committee meetings	P	Indefinite	Archives
Agendas	P	Indefinite	Archives
Draft Minutes	D	Destroy when Minutes approved	
Procedural Standing Orders and Terms of Reference	P	Indefinite	Archives
Councillors' declarations of Office	P	Indefinite	Archives
Byelaws and Orders	P	Indefinite	Audit
Title Deeds	P	Indefinite	Audit
Property registers	P	Indefinite	Audit
Maps, plans and surveys of property owned by the Council	P	Indefinite	Archives
Correspondence and papers on important local issues	P	Indefinite	Archives
Contracts	P	Indefinite	Audit
Quotations for tenders	R	12 years	Limitation Act
Unsuccessful tenders	D	3 years	
Routine correspondence, papers and emails	D	Retain as long as useful	
Health and Safety Records	P	Indefinite	
Insurance Policies	P	Indefinite	Archives
Finance			
Income and Expenditure records	P	Indefinite	Archives
Investments	P	Indefinite	Archives
Financial Returns to External Auditor	D	7 Years	
Internal Auditor Reports	D	7 years	Audit
Bank Statements, including savings accounts	D	7 years	Audit, VAT
Bank Paying in books and cheque book stubs	D	7 years	Audit,
Paid Invoices	D	7 years	Audit
VAT Records	D	7 years	Audit
Property			
Asset Register	D	Continuously updated	Audit
Miscellaneous			
Planning Applications and related papers where permission is granted	D	Destroy when development is completed	
Planning Applications and related papers where permission is refused	D	Destroy once the period for lodging an appeal is over	
Planning Applications and related papers where permission is refused on Appeal	P	Retain the decision letter	

Key

P: Preserve permanently

R: Review

D : Destroy