



Oundle Town Council Management of Records Policy

Key P: Preserve permanently R: Review D: Destroy

Administration	Record	Action	Minimum Retention Period	Reason
	Signed Minutes of Council, Committee and Sub Committee meetings	P	Indefinite	Archives
	Reports and other documents circulated with agendas not attached to signed Minutes	R	Indefinite	Archives
	Agendas	P	Indefinite	Archives
	Draft Minutes	D	Destroy when Minutes approved	
	Reports and other papers circulated with Agenda	R	5 years	
	Procedural Standing Orders and Terms of Reference	P	Indefinite	Archives
	Councillors' Declarations of Office	P	Indefinite	Archives
	Nomination forms for Town Council elections	R	Indefinite	Maintained by ENC
	Byelaws and Orders	P	Indefinite	Audit, Management
	Registration of Village Greens, plans, etc <i>when applicable</i>	P	Indefinite	Audit, Management
	Property registers and terriers, (<i>including register and plans for allotments when applicable</i>)	P	Indefinite	Audit, Management
	Maps, plans and surveys of property owned by the Town Council	P	Indefinite	Archives
	Correspondence and papers on important local issues or activities	P	Indefinite	Archives
	Title Deeds	P	Indefinite	Audit, Management
	Leases, Agreements, Contracts & Wayleaves	P	Indefinite	Audit, Management
	Quotations and tenders for major works	R	12 years/Indefinite	Statute of limitation
	Quotations and tenders for minor works	D	12 years	Statute of limitation
	Unsuccessful tenders	D	3 years	Challenge
	Civic event and Mayoral files	D	1 year after end of civic year (offer file to Mayor)	



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	Insurance Policies	D	Retain while valid	
	Scale of Fees and Charges	D	5 years	Management
	Health & Safety records	P	Indefinite	
	Personnel - Recruitment and selection records	D	6 months	Limitation period
	Leave cards	D	1 year after end of leave year	
	Past staff files	D	7 years after termination of contract	
	Correspondence and papers on important local issues or activities	P	Indefinite	Archives
	Routine correspondence, papers and emails	D	Retain as long as useful	
Finance	Record	Action	Minimum Retention Period	Reason
	Income and Expenditure records	P	Indefinite	Archives
	Investments	P	Indefinite	Audit, Management
	Financial Returns to External Auditor (if general accounts do not survive)	D	7 years	Audit
	Internal Auditor Reports	D	7 years	Audit
	Petty Cash books and Rent details (if general accounts do not survive)	D	7 years	TAX, VAT, Limitation period
	Receipt books of all kinds	D	7 years	VAT
	Postage Records	D	7 years	TAX, VAT, Limitation period
	Bank Statements, including deposit/saving accounts	D	7 years	Audit
	Bank Paying-in books and cheque book stubs	D	7 years	Audit
	Paid Invoices	D	7 years	VAT
	Paid Cheques	D	7 years	Limitation period
	VAT Records	D	7 years	VAT



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	Time Sheets	D	7 years	Audit
	Salaries Records	D	12 years	Limitation period
	Member Allowances Register	D	7 years	TAX Limitation
	Records relating to parish halls, centres and recreation grounds; applications to hire, lettings diaries, copies of bills to	D	7 years	VAT
	Precept books and contribution orders	D	Retain as long as of value	.
Burial Ground	Record	Action	Minimum Retention Period	Reason
	Register of burials	P	Indefinite	Archives Cemeteries Orders & Regulations
	Register of purchased graves			
	Register/plan of grave spaces			
	Register of memorials			
	Applications for internment and memorials			
	Disposal certificates			
	Register of fees collected			
Planning	Record	Action	Minimum Retention Period	Reason
	Planning applications and related papers(decisions, conditions) for major controversial developments	D	When agreed with the Town Clerk and Head of Planning Committee	Available on ENC website
	Permission granted - Planning Applications and related papers	D	Immediate	Available on ENC website
	Permission refused -Planning Applications and related papers	D	Immediate	Available on ENC website
	Appeal successful -Planning Applications and related papers, appeal decision	D	Immediate	Available on ENC website
	Appeal refused - Planning Applications and related papers, appeal decision	D	Immediate	Available on ENC website



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	Record	Action	Minimum Retention Period	Reason
	Title Deeds	P	Indefinite	Audit, Management
	Asset Register	P	Continuously updated	.
	Legal papers relating to sale	P	Indefinite	Archive
	Legal papers relating to acquisition	P	Indefinite	.
	Correspondence relating to maintenance/improvements	R	7 years or dependent upon terms of lease	.
	Correspondence relating to rents	R	12 years or dependent upon terms of lease	.
	Plans, surveys, installation manuals, certificates of approval	R	Retain for life of property/building	.
Miscellaneous	Record	Action	Minimum Retention Period	Reason
	Maps created under provision of the Rights of Way Act 1992	P	Indefinite	Archives
	Town Newsletter	D	5 years	.
	Press cuttings books	P	Indefinite	.
	Photographs	P	Indefinite	.
	Any records dating from before 1894 now held by the Town Council	P	Indefinite	Historical
	Records of other bodies such as charities, local organisations and ad hoc committees	P	See admin and finances	.
	Reports, Guides, handbooks etc received by the Town Council from other bodies	R	Retain as long as useful	.