



Upwood and the Raveleys Parish Council

Management of Records Policy

Legal Documents

Record	Minimum Retention Period
Minutes (signed) and agendas of council meetings	Indefinite
Burial registers and certificates	Indefinite
Title Deeds/ Property Conveyances	Indefinite
Property Leases/ Tenancy Agreements	Indefinite
Byelaws/Wayleaves	Indefinite

Minutes and agendas will be retained locally for seven years. Records older than seven years will be archived at Huntingdon Library. An electronic transcript of the burials register will be held locally and the original lodged in the archives when complete. Original title deeds/conveyances are held by Serjeant and Son, Solicitors.

Financial Documents

Record	Minimum Retention Period
Cash Books, Invoices, Receipts, Audit Reports, Annual Returns, Bank Statements, Paying in Books, Cheque Books, VAT records, receipt books, insurance policies, scales of fees and charges, salary details, HMRC documentation and pension records, Quotations and contract documents.	Seven years*

*Different retention rules apply for financial documents. Upwood and the Raveleys Parish Council will retain all financial records for seven years for ease of administration. Records older than seven years will be offered to the archive at Huntingdon Library as items of historic interest.

Parish Council Administration

Record	Minimum Retention Period
Councillors' declarations of office	Indefinite
Routine correspondence, papers and emails	As long as useful
Health & Safety Records, Accident Book	Indefinite
Risk Assessments	Indefinite
Personnel Records	3 months

Planning Applications

There is no requirement to keep planning documents referred to the council as a consultee. Copies will be kept locally as long as they are deemed useful.

Other Material

Items of historic interest or documentation relating to important or controversial issues will be retained locally whilst they are deemed useful before being archived at Huntingdon Library.