



**WRITTLE PARISH
COUNCIL**
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Records Retention Policy

Version Number	Date	Author	Notes
1.0	01.07.19	L Fox	Approved at full council – 1 July 2019
1.1	28.04.21	L Fox	Approved at full council – 28 June 2021
1.2	26.05.22	L Fox	Approved at full council – 06.06.22
1.3	22.06.23	L Fox	Approved at full council – 3 July 2023.
1.4	19.11.24	L Fox	Approved at PCM 02.12.24
1.5	25.11.25	L Fox	Approved at PCM 01.12.25

Next review date – December 2026

The Minimum Retention Period is based on guidance from the Essex Association of Local Councils and Writtle Parish Council Staff.

Type of Record	Format - Hard	Format - digital	Minimum Retention Period	Reason from EALC
Agenda – Council Meetings		√	2 years	
Agenda – Non Council Meetings		√	2 years	
Allotment - Tenancy Agreements	√		While valid	
Allotment – Register of Plans	√		Indefinite	Audit, Management
Application for co-option to council	√	√	Keep successful candidate until 1 year after resigning. Destroy other applications once successful candidate co-opted.	GDPR
Asset Register		√	Indefinite	
Bank Statements, including Deposit and Savings Accounts	√		6 years	Audit
Bank Paying in Books	√		6 years	Audit
Cheque Book Stubs	√		6 years	Audit
Gifts Received Register	√	√	Indefinite	
Grant Application	√		6 years. Keep with audited financial documents	Audit
Investments	√		Indefinite	Audit, Management
Invoices Paid	√		6 years	VAT
Insurance Policies	√		While valid	Management
Insurance – Employers Liability Certificate	√		40 years from date on which insurance commenced or was renewed. No requirement to keep for 40 years but good practice in case of claims in future years.	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management
Letters and emails – general correspondence		√	2 years	
Members Allowance Register	√		6 years	Tax, Limitation Act 1980 (as amended)
Members Declaration of Acceptance of Office	√	√	Term of office	Management

Type of Record	Format - Hard	Format - digital	Minimum Retention Period	Reason from EALC
Members Declarations of Interest Register	√	√	Term of office. Also held on CCC website	Management
Minutes – Council Meetings	√	√	Indefinite. Hard copies archived to Records Office	Archive
Minutes – Non Council Meetings		√	2 years	
Minutes/notes – handwritten. This includes any notes taken by Members.	√		Until the minutes have been agreed	
Parish Office – lettings diary		√	6 years	VAT
Planning Applications			Not retained	Held by Chelmsford Ctiy Council
Playground Inspection Reports	√	√	21 years	Public Liability
Petty Cash and Postage	√		6 years	Tax, VAT, Statute of Limitations
Quotations and Tenders – successful	√		12 years/indefinite.	Statute of Limitations
Quotations as Tenders – unsuccessful	√		Life of Tender	
Quotations - unsuccessful	√		1 year	
Receipt and Payments Book	√		Indefinite	Archive
Receipt Books of All Kinds	√		6 years	VAT
Register of Electors		√	3 years	GDPR
Scales of Fees and Charges		√	6 years	Management
Staff Files	√		6 years from end of employment	Audit
Standing Orders, Financial Regulations and other council policies	√		Current	
Staff Timesheets	√		Last completed audit year 3 years	Audit Personal Injury
Title Deeds, Leases, Agreements, Contracts	√		Indefinite	Audit, Management
VAT Records	√		6 years generally but 20 years for VAT on rents	VAT
Wages Information	√		12 years	Superannuation
Waste Transfer Notes	√	√	2 years	Waste Duty of Care Code of Practice

Type of Record	Format - Hard	Format - digital	Minimum Retention Period	Reason from EALC
				November 2018. Section 34 (7) of Environmental Protection Act 1990
Writtle Flyer	√		6 copies of back issues	