

BURNHAM ON SEA & HIGHBRIDGE TOWN COUNCIL

DOCUMENT MANAGEMENT SCHEDULE

DOCUMENT	RETENTION PERIOD	WHY RETAIN
Council official records:		
Signed Minutes	Permanently	Legal
Agenda	4 years	Legal
Acceptance of office	Permanently	Legal
Declarations of interest	Permanently	Legal
Members allowances register	6 years	Legal
Seal Book	Permanently	Legal
Scale of fees and charges	5 years	Audit
Quotations:		
Capital expenditure (successful)	Permanently	Audit
Revenue expenditure (successful)	Current plus 1 year	Audit
Assets:		
Ledger sheet	10 years	Legal
Annual depreciation	3 years	Audit
Employee Records:		
Accident reports	5 years (2 more than legal)	Legal
Payment changes	6 years	Legal
Amended code number notice	6 years	Legal
Contribution records	Permanently	Legal
Actuarial valuation reports	Permanently	Legal
Records of ex-pensioners	6 years after benefit ends	Legal
Pension investment policies	12 years after benefit ends	Legal
Inland Revenue Approvals	Permanently	Legal
Staff personal records	7 years after employment ends	Legal
Expenses accounts	7 years	Legal
Staff overtime	3 years	Audit
Redundancy/long service awards	7 years	Legal
Wages:		
P45, P58, P48, P6, P60	7 years	Legal
Income tax/pay details	7 years	Legal
Returned tax	7 years	Legal
Schedule of deductions	7 years	Legal
Pay advice	2 years (current plus 1)	Legal
Payroll	7 years (current plus 6)	Audit
Annual earnings summary	13 years (current plus 12)	Legal
Wages book	12 years	Legal
Sub-contractors:		
Time sheets	Current plus 1 year	Legal
Insurance:		
Public and product liability policies	Permanently	Legal
Certificate of Insurance	40 years	Legal

Cash Records:

Bank paying in counterfoils	Last completed audit year	Audit
Bank/Giro account statements	Last completed audit year	Audit
Daily cash book	7 years	Legal
Banking returns	7 years	Legal
Unrepresented cheque list	7 years	Legal
Bank reconciliations	7 years	Legal
Petty cash, postage, phone records	7 years	Audit
Main cash book	Permanently	Legal
Cash received/cheque payment sheets	7 years	Legal
Pension fund details	Permanently	Legal
Cheque stubs/remittance advice	Last completed audit year	Audit
Invoice	7 years (revenue)	Legal
Purchase requisitions	2 years	Audit
Purchase orders	2 years (revenue)	Audit
	3 years after expiry (capital)	
VAT records	7 years	VAT

Title Deeds, etc.:

All title deeds and property-related documents	12 years after expiry of interest	Legal
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Contract Agreements, etc.:

Under seal	12 years after expiry	Legal
Others	6 years after expiry	Legal
Contractors time sheets	Current plus 6 years	Legal
Invoices with no official orders	Current plus 6 years	Legal

Donation and Subscription Records:

Government grants if not now receiving	6 years	Legal
Government grants if still receiving	Permanently	Legal

Property Receipts:

Leases	12 years after lease end	Legal
Architect builder agreements	6 years after contract ends	Legal
Planning permission	12 years after interest ends	Legal

Halls, Centres, Recreation Grounds:

Applications to hire, lettings diaries, copies of bills to hirers, records of tickets issued.	6 years	VAT
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Allotments:

Register and plans	Permanently	Audit, archive
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Planning:

Applications, Permissions, Refusals, Appeals (All papers)	Current plus 1 year	For information
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Other Documents:

NALC, SALC, etc. information	As long as relevant	
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Magazines and Journals:

Local Council Review	5 years
Others	1-2 years

Correspondence:

Public	Current plus 1 year	Internal
Bodies	Current plus 2 years	Internal
Day file	Current plus 1 year	Internal

Document Reviewed Feb 2016 P & F meeting
Ratified at Town Council Minute 21/16/TC