Ashton Hayes and Horton cum Peel Parish Council

Information retention, securing and archiving policy

Information type	Includes	Retention Period	Storage & Backup	Accessibility	County Archive	British Library Board
PC monthly papers	• Agendas • Minutes from previous month • Accounts/financial position statements • Risk Assessments • Papers	1 year	• Draft documents can be deleted when replaced by official documents • Backup after PC meeting to cloud- based storage.	Publish on PC website	Offered Receipt and Payment details after 6 years	
PC Minute Book	Motion decision notes	Indefinite	• Books kept securely by clerk • All material matters recorded in minutes		After 6 years offer to County Archive along with signed minutes	
Policy documents		Until no longer relevant	Delete	Publish on PC website		
External interactions	• Quotations & tenders unsuccessful • Quotations & tenders successful • Orders • CWaC communications	2 years 12 years 7 years until no longer relevant				
Staff related	• Recruitment • Pay details • Appraisals • Health records	2 years after appointment 12 years past leaving date 40 years for health matters	Kept on PC laptop and backed up monthly	Kept under password security		

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Information type	Includes	Retention Period	Storage & Backup	Accessibility	County Archive	British Library Board
Financial	Invoices, Receipt details, bank statements	7 years	Papers filed by year, electronic records kept by year on PC laptop			
	Receipt & Payment books	7 years			Offer to County Archive when over 6 years old	
	Monthly account records	1 year	Kept on PC laptop, for 1 month after end of year accounts audited then copied to cloud storage			
	Audited accounts records	7 years	kept on PC laptop and copy held securely offsite by PC Chair		Offer to County Archive	
Insurance	Policy details and certificates	40 years after expiry date	Keep as electronic files on PC laptop	Certificate of insurance displayed on PR noticeboard and on PC website		
Planning papers		None once on CWaC portal				
Correspondence	• audit related • depends on nature of correspondence	7 years for audit related delete when no longer useful	Transfer copies to PC laptop			
PC publications	• Around Ashton • Other e.g. pamphlets, surveys		Kept on PC laptop	Publish on PC website	Offer to County Archive	Offer to British Library
Councillors declarations of office	• Declarations • Register of interests	4 years or until they vacate office		Publish on PC website	Offer to County Archive	
Deeds and legal documents	Parish Room deeds	Indefinite	Register with land registry		Offer to County Archive	

Information type	Includes	Retention Period	Storage & Backup	Accessibility	County Archive	British Library Board
Local & historical documents	Records & papers				Offer to County Archive	
Applications to hire	• lettings diaries • invoices	7 years				

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