

FREETHORPE PARISH COUNCIL
serving Freethorpe and Wickhampton
freethorpe-pc.gov.uk

FILE RETENTION POLICY

Document History

July 2025 Reviewed to reflect new website layout.

May 2024 Reviewed with no changes other than to delay sending minutes to Norfolk Record Office until all outstanding queries about Village Hall responsibilities re ownership and insurance have been answered.

May 2023 Reviewed with only formatting changes

Sep 2022 Reviewed to add detailed file plan

Jul 2020 Original document adopted

POLICY

This policy covers both paper and electronic files. It is acceptable to retain only an electronic file in many circumstances, however those records bearing a signature or other official mark must be either scanned, or filed in original paper format, to ensure that the signature or official mark is retained.

FILING PLAN & LOCATION

All paper files to be retained by the Clerk. These are currently stored on a Parish Council shelf in his upstairs book room.

1. WEB SITE

www.freethorpe-pc.gov.uk

maintained using Wordpress administration tools

- HOME
 - Parish description
- NEWS
 - Publishing of news items and information received from external bodies
 - Only recent news items are retained
- PARISH COUNCIL
 - List of members
- MEETINGS
 - List of dates of upcoming and previous meetings, with the agendas and minutes
 - information on code of conduct at meetings
 - copy of public agenda for current and previous year
 - All minutes since 2012 in Word format
 - All minutes 1952 – 2011 in photo/scanned format

- PARISH COUNCIL > FINANCE
 - Accounts since 2017-18 (7 years)
 - Notice of Conclusion of audit
 - Notice of public rights
 - Annual Governance & Accounting Return
 - Internal Audit report
 - Statement of accounts
 - Bank rec
 - Explanation of variances
 - Expenditure over £100
 - Asset Register
 - Statement of internal controls
 - Budget
- POLICIES
 - Current version only, structured as follows:
 - Standing Orders,
 - Finance
 - Operations
 - Data / information
 - Human Resources
- COMMUNITY
 - Links to annual parish meeting reports
 - Links to other parish websites (Village Hall, school etc.)
 - Other useful parish information
- HERITAGE
 - Information about village signs, churches and places of interest
- CONTACT
 - Clerk contact details

Note that all pages now carry links to other local services and authorities at the bottom of the page, automatically maintained by the web service.

Continue to review published policies and standing orders.

2. ONEDRIVE

- All current documents are held on Onedrive in both scanned and original Word forms.
- Backup of the Freethorpe Parish Council drive to external hard drive to be taken every 1 month to mitigate the risk of losing some or all documents on Onedrive.
- Each meeting has a separate folder containing the agenda, previous minutes and all papers relating to the meeting
- File structure as at 01/09/2023

Name	Status	Date modified	Type
0. CILCA Training	✓ R	19/09/2022 19:54	File folder
1. Meetings	✗ R	23/07/2022 14:11	File folder
2. Accounts	✗ R	20/09/2022 09:34	File folder
3. Correspondence	✓ R	01/01/2021 18:25	File folder
3.1 Broadland	✓ R	23/05/2022 08:58	File folder
3.2 Norfolk County Council	✓ R	29/11/2021 17:16	File folder
3.3 General	✓ R	02/08/2022 10:39	File folder
3.4 Trees	✓ R	02/08/2022 09:18	File folder
4. Recycling	✓ R	24/01/2022 10:30	File folder
5. Play Equipment	✓ R	01/01/2021 18:25	File folder
5.1 Inspections	✓ R	23/08/2022 10:25	File folder
5.2 Maintenance	✓ R	07/12/2021 08:59	File folder
5.3 Play Equipment Project 2019	✓ R	04/10/2021 11:24	File folder
5.4 Wickhampton Play Area	✓ R	17/08/2021 08:13	File folder
6. Governance	✓ R	01/01/2021 18:25	File folder
6.1 Parish Councillors	✓ R	03/01/2021 09:10	File folder
6.2 Administration	✓ R	20/06/2022 10:06	File folder
6.3 Policies	✗ R	10/05/2022 09:02	File folder
6.4 Website	✓ R	12/09/2022 08:28	File folder
6.5 Speed management	✓ R	23/08/2022 10:48	File folder
7. Projects	✓ R	01/01/2021 18:25	File folder
7.1 Wickhampton Projects	✓ R	02/03/2022 08:14	File folder
7.2 Local Nature Plan	✓ R	04/07/2022 09:31	File folder
7.3 Allotments	✓ R	07/02/2022 11:29	File folder
7.4 Community Emergency Plan	✓ R	21/06/2022 08:47	File folder
7.5 Rampant Horse	✓ R	27/06/2022 08:54	File folder

3. CURRENT PAPER FILE

Green A4 file

- April 2021 to date signed minutes
- Bank Statements since April 2020

4. ARCHIVE PAPER FILE (MINUTES)

Green A4 Lever Arch

Three old-style minute books.

- April 2012-March 2021 signed minutes in ring binder
- April 2010-March 2012 Red Minute Book
- August 1988-March 2010 Maroon minute book
- October 1952-July 1988 Green minute book

All minutes have been photographed and uploaded to the website (Sep 2022).

Agree a date to lodge the minute books with Norfolk Records Office once all questions about Village Hall insurance and responsibilities is complete.

5. ACCOUNTS ARCHIVE FILE

Green A4 Lever Arch

Blue accounts book 1991-2010/11

- All signed accounts from 2010-11 to 2019-20, with the exception of 2014-15 (accounts summary only)
- Blue accounts book 1991-2010/11

Retain, adding in line with retention plan.

6. GENERAL ARCHIVE FILE

Green A4 Lever Arch

Very limited range of papers, one old insurance policy, odd documents of interest, Catherine Moore's collected papers.

For historical purposes only. In the rare event of new paper original documents, use this file.

7. LEGAL FILE

Blue envelope wallet with elastic bands

- Title deeds for Village Hall and 'Clock Tower'
- Original Wickhampton Play Area Lease from 1989
- Wickhampton Pond registration documents from 2009

Retain

8. NORFOLK RECORDS OFFICE

- Wickhampton Parish Meeting minutes 1894-1928

Nothing is currently filed for Freethorpe Parish Council. See above.

RECORD TYPES & RETENTION PERIODS

Accident Report Forms	3 years (or 3 years after the Subject reaches their 18 th birthday)
Accounts – Annual Audit Return	Indefinite
Accounts – Invoices / Vouchers	7 years from end of the relative financial year
Accounts – Minor records	2 years from completion of audit
Agendas	5 years
Allotment Register & Plan	Indefinite
Audit Reports – Internal & External	Indefinite
Bank Statements	2 years from completion of audit
Budgets	5 years
Buildings – papers relating to occupation	3 years after occupation ceases
Buildings & Engineering Works – key records not covered elsewhere in this policy	For the life of the building
Burial Ground Records	Indefinite
Cash books	7 years (VAT)
Complaints	10 years unless otherwise advised by legal rep
Contracts – council as customer	10 years from termination
Contracts – council as supplier	10 years from completion
Debtors records	7 years from discharge of debt
Deeds of Title	Indefinite
Delivery Notes	2 months – until payment of invoice
Demand Notes	7 years
Diaries	1 year after last date in diary
Employment Records – Major – appointment letters, contracts	6 years after Subject leaves service or until 70 th birthday, whichever is later
Employment Records – Minor – annual leave, timesheets	2 years
Estimates	3 years
Expense Claims	7 years
Inspection Records – eg Boilers etc	Lifetime of item
Insurance Policies	Indefinite
Job Applications – Unsuccessful applications	6 months
Land Surveys and Registers	Indefinite
Leases	Indefinite
Members Allowance Register	6 years
Minutes – Full Council & Advisory Groups	Indefinite
Minutes – Working Parties	5 years after completion of subject matter
Pay Roll – Salaries & Pension	6 years
PAYE Records	6 years
Planning Applications – not supplied in paper format, view on Broadland website	N/a

Play Area Inspection Records - Age of majority + 3 – statute of limitations for a claim for injury when a minor	21 years
Property Acquisition and Disposal Records	Indefinite
Reports – Annual Parish Report	Indefinite
Reports – Meetings (major)	Indefinite
Reports – Meetings (minor)	3 years
Serious Incident Files	Indefinite
Software Licences	Lifetime of software
Surveys – Buildings & Engineering	Indefinite
Tenders	7 years
Training Records	7 years following termination of appointment
VAT Records	7 years