

DOCUMENT RETENTION POLICY

GORSTAGE JOINT CEMETERY COMMITTEE

1 VERSION CONTROL

Version	Reviewed on	Approved at	Confirmed Approved by
1.0 DRAFT	25 th March 2026	JCC Meeting 25 th March	Cllr J Freeman
1.0			

2. INTRODUCTION

This policy sets out how the Weaverham, Cuddington and Acton Bridge Cemetery Committee – the Joint Cemetery Committee (JCC) manages the creation, retention, storage, and disposal of documents and records. It ensures compliance with:

- The Smaller Authorities' Proper Practices Panel (SAPPP) Practitioners' Guide
- The Local Government Act 1972
- The Freedom of Information Act 2000
- The Data Protection Act 2018 / UK GDPR
- Transparency Code for Smaller Authorities

3. PRINCIPLES

- Records will be retained only as long as necessary for legal, financial, or operational reasons.
- Confidential disposal will be used where documents contain personal or sensitive information.
- Digital and paper records will be managed in the same way, with appropriate security.
- A retention schedule (see Section 7) sets minimum and maximum time periods.

4. RESPONSIBILITIES

- The Clerk/Responsible Financial Officer (RFO) is responsible for maintaining this policy and ensuring compliance.
- All JCC members and employees must follow the policy when handling JCC documents.

5. STORAGE

- Paper records will be kept securely in one of the parish council offices or another agreed secure location.
- Digital records will be stored on JCC-managed systems, including the official JCC domain email system and secure cloud storage.
- Personal devices and personal email accounts must not be used for long-term storage of JCC documents.

6. DISPOSAL

- Paper: cross-cut shredding or approved confidential waste service.
- Digital: permanent deletion from storage systems, including backups where possible.
- Archiving: records with historical or community value (e.g. minutes, cemetery maps) may be deposited with the county records office

7. DOCUMENT SCHEDULE

Document	Minimum Retention Period	Reason
Meeting minutes	Indefinite	Archive
Scale of fees and Charges	5 years	Management
Receipts and payments	Indefinite	Archive
Bank Statements	Last Completed Audit year	Audit
Bank paying in books	Last Completed Audit year	Audit
Cheque Book stubs	Last Completed Audit year	Audit
Quotations and Tenders	12 Years/indefinite	Statute of Limitations
Paid invoices	6 years	VAT
VAT records	6 years	VAT
Wages records/PAYE	12 Years/indefinite	Superannuation
Insurance Policy	While valid	Management
Investments	Indefinite	Audit/Management
Title Deeds, Leases, Agreements, Contracts	Indefinite	Audit/Management
Petty cash, postage	6 years	Tax, VAT, limitation Act 1980
Certificates for insurance against liability for employees	40 years from the date on which the insurance commenced or was renewed	Employers' Liability (Compulsory Insurance) Regulations 1998
Accident Book	3 years	Reporting of Injuries, Diseases Occurrences Act 2013
Annual Accounts and Asset registers	Indefinite	Archive
Pension contribution records	6 years	Pensions Act 2014
Personnel records, including SSP and maternity records	6 years	Limitations Act 1980
Asbestos and hazardous materials records	Indefinite	Asbestos Regulations

8. REVIEW

This policy and the retention schedule will be reviewed every two years or sooner if legislation changes.