



RETENTION POLICY

NORMANDY PARISH COUNCIL - RETENTION OF DOCUMENTS

Normandy Parish Council will retain the following documentation for the period specified:

Record type	Where and how stored	For how long and reason for retention
Accounts; including payroll and VAT	Hard copy and electronic copy - Container	7 years – HMRC purposes
Payroll	Hard copy and electronic copy - Container	12 years - Superannuation
Investment records	Hard copy and electronic copy - Container	Minimum of 7 years following closure of the account
General correspondence	Hard copy and electronic copy - Parish office	2 years – Audit - Destroyed by shredding if in hardcopy.
Historic information	Hard and electronic copies	In perpetuity – for local historic benefit
Playground inspection reports	Scanned copies	21 years – Possible litigation claim
Planning records		No need to retain - Information held by Guildford Borough Council
Council minutes	Old minutes with Surrey History Centre, Records since 2021 (hard copy – Container, soft copy electronically Hard copy current year – Parish office)	In perpetuity
Council agendas	Records since 2021 (hard copy – Container, soft copy electronically Hard copy current year – Parish office)	In perpetuity
Maps	Historic map of Normandy 1968-71 and maps of Normandy in 1982 – in container	In perpetuity
Title Deeds, leases, agreements, contracts	Container	Indefinite (Audit/Management)
Certificates of Insurance against liability for employees	Container	40 years – The Employers’ Liability (Compulsory Insurance) Regulations 1998 (SI. 2753) – Management
Insurance policies	Parish office	While valid