

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 meet to CD which is to be held offsite from pc.	Publish on AH 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 AH 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 and backed up monthly	Kept under password security		
Financial	Invoices, Receipt details, bank statements Receipt & Payment books Monthly account records Audited accounts records	7 years 7 years 1 year 7 years	Papers filed by year, electronic records kept by year on PC Kept on pc, for 1 month after end of year accounts audited then copied to CD kept on pc and copy held securely offsite by PC Chair		Offer to County Archive when >6 years old Offer to County Archive	
Insurance	Policy details and certificates	40 years after expiry date	Keep as electronic files	Certificate of insurance displayed on PR noticeboard		
Planning papers		None once on CWaC portal				
Correspondance	-audit related depends on nature of correspondance	-7 years for audit related delete when no longer useful	Transfer copies to pc			
PC publications	-Around Ashton Other e.g. pamphlets, surveys		Kept on pc	Publish on AH 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 AH website	Offer to County Archive	
Deeds and legal documents	-Parish Room deeds	Indefinite	Register on land registry		Offer to County Archive	
Local & historical documents	-Records & papers				Offer to County Archive	
Application to hire	-lettings diaries invoices	- 7 years				

Backup and storage regime, requires CD writer for pc. If received on paper then scan/photograph to store on pc

Monthly	Retained on pc	All active files for the year copied to CD and stored offsite
Yearly	Retained on pc	All files on the pc copied to CD and stored offsite. Stored at 2 locations alternatively.
8 Years	All info retrained	
41 years	Oldest year info. CD deleted	