



# DOCUMENT RETENTION POLICY

## Document history

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**THIS DOCUMENT RETENTION POLICY IS PUBLISHED AS APPROVED BY  
CUMBRIA ASSOCIATION OF LOCAL COUNCILS ON 11 APRIL 2026**



## **Cumbria Association of Local Councils (CALC)**

### **Document Retention Policy**

#### **Introduction**

CALC recognises that the efficient management of its records is necessary to contribute to the effective overall management of CALC.

This document provides the policy framework through which this effective management can be achieved and audited. It covers:

#### **Scope, Responsibilities, Retention Schedule, Disposal of records**

#### **Scope of the policy**

This policy applies to all records created, received or maintained by CALC in the course of carrying out its functions.

Records are defined as all those documents which facilitate the business carried out by CALC and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

#### **Responsibilities**

The person with overall responsibility for the implementation of this policy is the Chief Officer of CALC, and they are required to manage the council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

#### **Retention Schedule**

CALC staff maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. The CALC staff are expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems.

#### **Disposal procedures:**

All documents that are no longer required for administrative reasons should be shredded and disposed of.



## **Retention of Documents Schedule**

This retention schedule refers to record series regardless of the media in which they are stored.

<b>Document</b>	<b>Minimum Retention</b>	<b>Reason</b>
Annual Accounts	7 years	Archive
Bank statements	7 years	Audit/management
Cheque book stubs	Last completed	Audit/ Management
Paying in books	Last completed	Audit/ Management
Paid invoices	7 years	Audit/VAT
VAT records	7 years	Audit/VAT
Employee Salary records	7 years	Audit
Employee Tax & NI records	7 years	Audit
Employee Contracts of Employment	7 years	Management
Insurance policies	3 years after an incident	Management
Cert of Employers Liability	Whilst valid	Management
Cert of public liability	Whilst valid	Management
Complaints	1 year	Management
General information	3 months	Management
Routine correspondence & e-mails	6 months	Management
Minutes of Executive meetings	5 years	Management