

Stock Parish Council

Filing Protocol

Traditionally during December free time is available within the office, at this point an annual assessment of the filing system will take place.

1. Stock Parish Council's main filing system is spread between the Council Office at The Tythe Barn and remotely at the agile working address of the appointed clerk. The files are secure when the Office is closed.
2. The files are in alphabetical order and the contents maintained by the Clerk.
3. Archive files are stored in locked cabinets within the Council Office at The Tythe Barn.
4. Documents of a legal nature together with Minutes are held securely.
5. Documents of a sensitive and personal nature are held securely within the Council Office at the Tythe Barn and remotely at the agile working address of the appointed clerk. Access is permitted to the Chairman and the clerk.
6. According to guidance from EALC/NALC under the direction of the Clerk, Stock Parish Council will:
 - 6.1 Minutes books – to be retained safely until the current term of Council office has expired and then be archived to ERO.
 - 6.2 Bank Statements, cheque books, cheque stubs, and paying in books – to be retained until audit complete, then shredded or destroyed as confidential waste.
 - 6.3 Invoices and VAT records – retained for period of six years then shredded or destroyed as confidential waste.
 - 6.4 Insurance documents – to be retained for the current financial year, once a review for quotation purposes has taken place, items to be shredded or destroyed as confidential waste.
 - 6.5 Paper plans – No paper plans are retained. Everything received from Chelmsford City Council remains on the public online portal system.
 - 6.6 Regular 'house-keeping' files – contents to be retained for the previous financial year and current financial year. Then shredded/destroyed.
 - 6.7 Files of a 'live' nature – keep documentation until situation resolved, or retain if future reference is anticipated.

Date effective from:	13 September 2021
Last Review date:	Unknown
Next review:	September 2022