

**ANGLIA REVENUES AND BENEFITS PARTNERSHIP**  
**JOINT COMMITTEE - 28 FEBRUARY 2008**  
**REPORT OF THE OPERATIONAL BOARD**  
**(Author: Rod Urquhart)**

**ARP DOCUMENT RETENTION POLICY REPORT**

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| <ul style="list-style-type: none"><li>• To approve the Document Retention Policy for 2008/09</li></ul> |
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**1. INTRODUCTION / BACKGROUND**

- 1.1 Members will be aware that the partnership is audited on a regular basis and one of the weaknesses identified in this audit was a lack of a document retention policy.
- 1.2 The Partnership receives a huge amount of correspondence via paper, such as letters, claim forms, single person discount requests etc. These documents are scanned into the Partnership's document management system and then stored.
- 1.3 It is recognised that this 'double handling' is inefficient will increases storage costs.

**2. KEY DECISION**

- 2.1 This is not a key decision

**3. CURRENT POSITION**

- 3.1 The Partnership has created a document retention policy to reduce the amount of paper stored. This is shown in the main policy document, attached to this report.
- 3.2 The Partnership has also taken this opportunity to rationalise other areas of document storage, such as electronic records, which is covered in the policy document.
- 3.3 Feedback and amendments were requested from each of the host authorities' internal auditors and no changes were requested.
- 3.4 The retention periods for each Document type are shown in Appendix A.

**4. OPTIONS AVAILABLE**

- Approve the Document Retention Policy for 2008/09.

**5. REASONS FOR RECOMMENDATIONS**

This will enable the Partnership to meet its audit requirements and to reduce the need for paper storage.

**6. RECOMMENDATION(S)**

It is recommended that members approve the 2008/09 Document Retention Policy for the Partnership.