

Bradenham Parish Council

Retention of Documents and Records

This policy details the minimum retention time required for council documents before disposal in order for the council to comply with the Freedom of Information Act 2000 Publication Scheme. Where variable times are indicated the Council will review storage after the minimum period has elapsed.

Document	Minimum Period	Reason
MINUTES		
Approved minutes	Indefinite	Archive
Draft/rough/notes of minutes taken at meetings	Until minutes are approved	Management
FINANCE		
Receipt and Payment Accounts	6 years	HMRC
Paid invoices	6 years	VAT
VAT records	6 years	VAT
Bank Statements	6 years	Audit
Cheque stubs	6 years	Audit
Scales of fees and charges	5 years	Management
Members allowances register	6 years	Tax, Statute of Limitations
PLANNING		
Permissions-only those with specific conditions.	Indefinite	Compliance
INSURANCE		
Insurance policies	2 years	Management
Certificates of Employers' Liability Insurance	2 years	Management
OTHER		
Quotations and tenders	12 years /indefinite	Statute of Limitations
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Routine correspondence, papers & emails		Retain as long as serving purpose

Agreed July 2018