

# Great Bricett Parish Council Document Retention Policy

## POLICY STATEMENT:

Great Bricett Parish Council considers it appropriate to make proper arrangements for the retention and disposal of all or some of its records.

### 1. GENERAL

- 1.1 Any such system or policies relating to record management will include a review of council documentation on an annual basis.
- 1.2 Anything that is no longer of use or value can be destroyed but if the council is in any doubt it will seek advice from SALC and retain that document until that advice has been received.
- 1.3 Documents of historical importance, if not retained by the council, will be offered first to the county record office.

### 2. RETENTION OF DOCUMENTS

- 2.1 The table below indicates the appropriate retention period for audit and other purposes and the reasons for retention.

Document	Retention	Reason
Bank Statements	6 years	Audit / VAT
Bank Paying-in Books	6 years	Audit / VAT
Cheque Book Stubs	6 years	Audit / VAT
Paid Cheques	6 years	Statute of Limitations
Paid Invoices	6 years	VAT
Quotations/Tenders	12 years	Statute of Limitations
Receipt Books	6 years	VAT
VAT Records	6 years	VAT
Insurance	While Valid or Claim Pending	Management
Insurance - Employees	40 years	Regulations 1998 (SI 2753)
Agreements, Leases, Title Deeds etc.	Indefinite	Audit
Agendas	Most Recent Meeting	Management
Minutes	Indefinite	Archive
Members' Declaration of Interests	Lodged with Monitoring Officer	Management

- 2.2 Other documents not mentioned in the Annex will be treated as follows:

- Where planning permission is granted, the planning application, any plans and the decision letter will be retained until the development has been completed, so that, if necessary, the Clerk can check that the development proceeds in accordance with the terms and conditions of the permission.

