

ECCHINSWELL, SYDMONTON & BISHOPS GREEN PARISH COUNCIL

RETENTION OF DOCUMENTS

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Minute books	Indefinite	Archive
Draft minutes/Clerk's notes	Destroy once the minutes for the relevant meeting have been signed	Management
Election papers – declarations of results	6 months after the result is declared	Copies of documents issued by Returning Officer; agrees with his statutory requirement to keep them for 6 months
Register of Members' Interests	18 months after the individual ceases to be a Cllr, or when superseded by a more up to date form	Standards Board
Members' allowances register	6 years	Limitation Act 1980 (as amended)
Published annual accounts	Permanent	Archive
Published annual budgets	Permanent	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	6 years plus current year	VAT/Audit
Bank paying in books	6 years plus current year	VAT/Audit
Paid invoices	6 years	VAT
Paid cheques and cheque stubs	6 years	Limitation Act 1980 (as amended)
Bank statements	6 years plus current year	Audit
VAT records	6 years	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Internal audit reports	6 years	Archive
Investments	Indefinite	Audit, Management
Allotment register, and plans	Indefinite	Audit, Management
Assets register	Indefinite	Audit, Management
Emergency planning – papers relating to implementation of plans for specific incidents	6 years after event	Archive
Payroll/time sheets/pay slips	6 years plus current year	Audit/tax/superannuation
Personal files	6 years plus current year (after departure)	Management

Performance and attendance records	5 years and 2 years respectively	Management
Disciplinary and grievance proceedings	Retain while in current employment	Management
Application forms - unsuccessful	6 months	Management
Insurance policies and correspondence	7 years after policy has expired	Management
Insurance policy renewal records and correspondence	5 years after policy renewed	Management
Insurance claims	7 years after all settlements concluded	Management
Public liability insurance certificates	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1988 (S1.2753)
Title deeds, leases, agreements, contracts	Indefinite	Audit. Management.
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Planning applications	If paper copies received, destroy straight after meeting	Management. Originals available at BDBC
Planning database	Indefinite	Management
Civil litigation/prosecution files	6 years after last hearing	Management
S106 agreements	Indefinite	Management
Tree Preservation Orders	If paper copies received, destroy straight after meeting	Management. Originals available at BDBC
Complaints – all reports and related papers	5 years after close of case	Management
Information from other bodies – HCC, BDBC, HALC, NALC etc	As long as useful and relevant	Management
Risk Assessment reports	3 years	Management
Accident book	Indefinite	Management
General correspondence, emails etc	As long as is useful and relevant	Management.

Signed:

Date: