

Trimley St Martin Parish Council Retention of Documents Policy

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 | Indefinite | Archive |
| Paid invoices | 6 years | VAT |
| VAT records | 6 years | VAT |
| Bank Statements | Last completed audit year | Audit |
| Paying in books | Last completed audit year | Audit |
| Cheque stubs | Last completed audit year | Audit |
| Scales of fees and charges | 5 years | Management |
| Members allowances register | 6 years | Tax, Statute of Limitations |
| INSURANCE | | |
| Insurance policies | 2 years | Management |
| Certificates of Employers' Liability Insurance | 40 years | Limitation period |
| 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 useful |
| Notes from meetings | Until minutes are confirmed | Minutes are signed |