

DOCUMENT RETENTION SCHEME

Document	Minimum retention period	Reasons
Minute Books	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt and payment (accounts)	6 Years	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposits/savings accounts	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders - awarded	6 years	Limitation Act 1980 (as amended)
Quotations and tenders - unsuccessful	1 year	Management
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	VAT
Petty cash, postage and telephone books	6 years	Limitation Act 1980 (as amended)
Timesheets	Last completed audit year	VAT
Payroll	6 years	Audit
Insurance Policies	While valid	Management
Insurance Claim	Permanent	Management
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' liability (Compulsory insurance) Regulations 1998 (SI.2753) Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
HR Records	6 years after employment ends	Limitation Act 1980 (as amended)
FOI	3 years	Audit, Management
Grant Applications	6 years for agreed applications	Audit, Management

For Allotments		
Plot Plans	Indefinite	Audit Management

Next Review Due:	March 2030
Reviewed at Full Council meeting:	13th March 2024
Reviewed at Full Council meeting:	11th March 2025
Reviewed at Full Council meeting:	10th March 2026