

Cloughton Parish Council Document Retention Policy

Cloughton Parish Council will retain its important documents for the periods listed in the table below. These periods are to be considered as minimum retention times. Administering the retention of documents is the responsibility of the Clerk to the Council. If held, documents may be made available in response to a Freedom of Information request pursuant to the requirements of the Council's Freedom of Information Publication Scheme.

Document	Minimum Retention Period	Reason
Minutes	Indefinite	Archive
Receipt and payment accounts(s)	Indefinite	Archive
Receipt books of all kinds	6 complete financial years	VAT
Bank statements, including deposit/savings accounts	6 complete financial years	VAT
Bank paying-in books	6 complete financial years	VAT
Cheque book stubs	6 complete financial years	VAT
Quotations and tenders	6 complete financial years	VAT
Paid invoices	6 complete financial years	VAT
Paid cheques	6 complete financial years	VAT
VAT records	6 complete financial years	VAT
Petty cash, postage and telephone books	6 complete financial years	VAT
Insurance policies	While valid	Management
Public Liability Certificate	40 years	Audit, Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Declarations of Acceptance of Office	Term of office + 1 year	
Planning Applications and all associated documents where planning is granted	Decision Notices – till expiry of consent (usually 3 years). All other documents – 1 year from granted date.	Management
Planning Applications and all associated documents where planning is refused	Until the period within which an appeal can be made has expired	Management
Magazines, journals, consultations and general information	As long as they are useful or relevant	Management
Routine correspondence & emails	3 months, (may be longer depending on content)	Management

DRAFT 22/2/09