

**BRANDON & BYSHOTTLES PARISH COUNCIL**

**DOCUMENT RETENTION POLICY**

<b><u>Document</u></b>	<b><u>Retention Period</u></b>
<b>Allotment &amp; Grazing Records:</b> Registers Plans Receipts Agreements Tenancy Details Correspondence	Indefinite Indefinite 6 years 6 years 6 years 6 years
<b>Minutes &amp; Agendas</b>	Indefinite
<b>Deeds, leases etc &amp; related correspondence</b>	Indefinite
<b>Planning:</b> Notices of applications inc. plans Responses to applications Applications and grants of permission for council property	1 year 2 years Indefinite
<b>Financial Records:</b> Receipts & Payment Books/Annual Return Annual Budgets VAT Returns Bank Statements Cheque Book stubs Paying in Books Paid invoices Quotations/Tenders Payroll records Petty Cash, Postage Books	Indefinite 3 years plus current year 6 years Last completed audit year Last completed audit year Last completed audit year 6 years plus current 12 years/indefinite 12 years 6 years
<b>Insurance Policy</b> Certificate Renewal record and correspondence Insurance claim records Risk Assessments	40years 5 years following policy renewal 7 years after claim 3 years plus current year
<b>Other</b> Internal & External audit reports Members Allowance Register Register of Members Interests  General correspondence  Handwritten notes, audio and video recordings Computer hard drives	6 years plus current 6 years 2 years after individual ceases to be member  2 years or as long Council deems useful or of value to the Council Immediately after use  At end of computer life

Reviewed 20<sup>th</sup> March 2015

Reviewed 16<sup>th</sup> June 2017 Min 48b

Reviewed 16<sup>th</sup> March 2018

Reviewed 15<sup>th</sup> March 2019