

BRANDON & BYSHOTTLES PARISH COUNCIL

DOCUMENT RETENTION POLICY

<u>Document</u>	<u>Retention Period</u>
Allotment & Grazing Records: Registers Plans Receipts Agreements Tenancy Details Correspondence	Indefinite Indefinite 6 years 6 years 6 years 6 years
Minutes & Agendas	Indefinite
Deeds, leases etc & related correspondence	Indefinite
Planning: Notices of applications inc. plans Responses to applications Applications and grants of permission for council property	1 year 2 years Indefinite
Financial Records: 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
Insurance Policy 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
Other 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 20th March 2015