

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

Reviewed 16th June 2017 Min 48b

Reviewed 16th March 2018

Reviewed 15th March 2019

Reviewed 16th July 2021