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RETENTION OF DOCUMENTS AND RECORDS POLICY

This policy details the minimum retention time required for Council documents before disposal, in order for the Council to comply with the Freedom of Information Act 2000 Publication Scheme. Where variable times are indicated, the Council will review storage after the minimum period has elapsed.

Document	Minimum Period	Reason
Minutes		
Approved Minutes	Indefinite	Archive
Draft Minutes	Until minutes are approved	Management
Finance		
Receipt and Payment Accounts	8 years	Archive
Paid Invoices	8 years	VAT
Bank Statements	8 years	Audit
Paying in Books	8 years	Audit
Cheque stubs	8 years	Audit
Fees and Charges	8 years	Management
Members Allowances Register	8 years	Tax, Statute of Limitations
Planning		
Permissions	6 years	Compliance
Permissions on Appeal	Indefinite	Precedent

Permissions – commercial or development	Indefinite	Future compliance
Petty cash	6 years	Tax, VAT, Statute of Limitations
Refusals	2 years	Appeals
Insurance		
Insurance policies	40 years	Limitation period
Certificates of Employers' Liability Insurance	40 years	Limitation period
Quotations and tenders	12 years/indefinite	Statute of limitations
Title deeds, leases, agreements, contracts	Indefinite	Audit, management
Routine correspondence, papers and emails	Retain as long as useful	Management
VAT Records	6 years and 20 years on rent	VAT
Recreational Facilities		
Application to hire	6 years	VAT
Letting Diaries	6 years	VAT
Invoices to hire	6 years	VAT