

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. This document has been compiled using the NALC Legal Topic Note 40 and best practice.

DOCUMENT	MINIMUM PERIOD	REASON
Minute Books	Indefinite	Archive
Scale of fees and charges	6 years	General Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury
Wages books	12 years	Superannuation
Insurance policies	While valid	General Management
Certificates for Insurance against liability for employees	40 years from date of which insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (Sl. 2753) Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980(as amended)
Member Disclosable Pecuniary Interest (DPI) Forms	Current Only	Localism Act 2011 Sections 30(3) & 235(2)
Any data of which the Town Council does not have a legal basis to process.	Do not accept / destroy	No legal basis to hold, retain, use or process