

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 |
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| 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 (SI. 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 |
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