

RECORDS RETENTION POLICY

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Records Of Meetings		
▪ Minutes	Indefinite	Archive
▪ Agendas	Indefinite	Archive
▪ Planning Drawings and applications from members of public	Not Kept	Available at B&D BC
Financial Information		
▪ Audited Accounts	Indefinite	Archive
▪ Receipt and payment account(s)	7 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
▪ Asset Register	7 years	Audit/Management
▪ Quotations and tenders	7 years	Management
▪ Paid invoices	7 years	VAT
▪ VAT records	7 years	VAT
▪ Petty cash	7 years	VAT
▪ Timesheets	Last completed audit year	Audit
▪ PAYE/NI Records	12 years	Superannuation
▪ Investments	7 years	Audit/ Management
Insurance, Legal & Other Documentation		
▪ Insurance policies	Whilst valid	Management
▪ Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management.
▪ Title deeds, leases,	Indefinite	Audit, Management

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agreements, contracts		
▪ Policies & Procedures	Whilst valid	Management
▪ Completed Projects	Indefinite	Archive
▪ Inspection Reports	Last completed audit year	Audit/Management
▪ Annual Playground Inspection Report	Indefinite	Archive
Councillor Information		
▪ Register of Councillors	Term of Office+1 Year	Management

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
▪ Register of Interests	Term of Office+1 Year	Audit
▪ Register of allowances	Term of Office+1 Year	Audit, Management
Burial Grounds		
<ul style="list-style-type: none"> ▪ Register of fees collected ▪ Register of burials ▪ Register of purchased graves ▪ Register/plan of grave spaces ▪ Register of memorials ▪ Applications for interment ▪ Applications for right to erect memorials ▪ Disposal certificates ▪ Copy certificates of grant of exclusive right of burial 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI. 204)
Correspondence		
▪ Miscellaneous Correspondence	Current year only	Management
▪ Email Correspondence will be treated as Miscellaneous Correspondence above,	Current year only	Management

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<p>unless considered necessary for retention, where emails will be printed and attached to relevant documentation and filed as for that class of document. The email will then be deleted. See Note One</p>		
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Note One

Emails marked 'for information' will be read and deleted. Only emails copied or sent to the Clerk may be considered for retention.