

Marlesford Parish Council - 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 Data Protection Act 2018. 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/rough/notes of minutes taken at meetings	Until minutes are approved	Management
FINANCE		
Receipt and Payment Accounts	Indefinite	Archive
Paid invoices	6 years	VAT
VAT records	6 years	VAT
Bank Statements	6 years	Audit
Paying in books	6 years	Audit
Cheque stubs	6 years	Audit
Scales of fees and charges	5 years	Management
Members allowances	6 years	Tax, Statute of Limitations
PLANNING		
Plans	Until responses have been submitted	

Email submissions	To be deleted	
INSURANCE		
Insurance policies	2 years	Management
Certificates of Public Liability Insurance	40 years	Limitation period
OTHER		
Quotations and tenders	12 years /indefinite	Statute of Limitations
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Routine correspondence, papers & emails	Retain as long as useful	
Notes from meetings	Until minutes are confirmed	Minutes are signed

Adopted by the Parish Council at a meeting on: 2nd November 2018

Signed

Signed

Lord Marlesford, Chair

Melanie Thurston, Clerk

Review date 2nd November 2023