Aldborough and Thurgarton Parish Council

**Retention of Documents**

**Aldborough & Thurgarton Parish Council retains records as set out in the following tables**

|  |  |  |
| --- | --- | --- |
| **Document** | **Minimum retention period** | **Reason** |
| Minute Books | Indefinite | Archive |
| Receipt & Payment (or Income & Expenditure) Accounts  and  Annual Returns year end bank reconciliation | Indefinite | Hard Copy |
| Receipt books of all kinds | 6 years | VAT |
| Bank statements, including deposit/savings account, other investments | 6years | Audit and management |
| Bank paying-in books | 6 years | Audit and management |
| Cheque book stubs | 6 years | Audit and management |
| Quotations and tenders | 12 years | Statute of Limitations |
| VAT Invoices | 6 years | VAT |
| VAT Records | 6 years | VAT |
| Petty cash, postage and telephone books | 6 years | Audit, management, tax, VAT |
| PAYE records | 12 years | Superannuation |
| Insurance polices  Employers Liab. Certificates | While valid  40 years | Management  Employers Liability |
| Title deeds, leases, agreements, contracts | Indefinite | Audit, Management |

**Destruction of Records**

|  |  |  |
| --- | --- | --- |
| **Record Name** | **Destruction date** | **Notes** |
| Planning Applications | Following receipt of DC decision | Available on line from DC |
| Publicity and Advertising Leaflets | Following Parish Council meeting | But still detailed on correspondence list for relevant council meeting. Correspondence list is annexed to council minutes. |
| Notes taken by Clerk and members from meetings | After meeting following when minutes have been agreed |  |
| Notes taken at a job interview | After 6 months | In case a candidate claims discrimination |
| Personnel and Confidential records | After 6 months | Following resignation |
| Electoral roll | After revised roll has been received | Confidential item |

Approved 20-1-20

Reviewed Annually at Parish Council Annual Meeting