

STOWEY SUTTON PARISH COUNCIL

Retention of Documents Policy

This Document Retention Policy was adopted by the Council at its Meeting held on 2nd January 2020

Review

| Date | Changes |
|------------------------------|--|
| 6 th June 2018 | Approved and adopted by the Parish Council |
| 2 nd January 2020 | Approved and adopted by the Parish Council |
| January 2023 | Review Date |

Introduction

Retention of Documents and Records

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. Review of this policy will take place in line with the schedule detailed above or in the event of a change in legislation.

| 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 | Last completed audit year | Audit |
| Paying in books | Last completed audit year | Audit |
| Cheque stubs | Last completed audit year | Audit |
| Scales of fees and charges | 5 years | Management |
| Members allowances register | 6 years | Tax, Statute of Limitations |

PLANNING

| | | |
|---|------------|-------------------|
| Permissions | 6 years | Compliance |
| Permissions - on appeal | Indefinite | Precedent |
| Permissions - commercial or development | Indefinite | Future compliance |
| Refusals | 2 years | Appeals |

INSURANCE

| | | |
|--|----------|-------------------|
| Insurance policies | 2 years | Management |
| Certificates of Employers' 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 |