



ASHURST WOOD PARISH COUNCIL

DOCUMENTATION AND EMAIL RETENTION SCHEME

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	METHOD of destruction
• Signed Minutes	Indefinite	Archive	A (bound)
• Reports & other documents circulated with agendas not attached to signed Minutes	Indefinite	Archive	A
• Agenda	Indefinite	Archive	A
• Scale of fees and charges	5 years (none currently held)	Management	S /EE
• Receipt and payment accounts	Indefinite	Archive	A
• Receipt books of all kinds	6 years	VAT	S/EE
• Bank statements, including deposit/savings accounts	Last completed audit year	Audit	S/EE
• Bank paying-in books	Last completed audit year	Audit	S/EE
• Cheque book stubs	Last completed audit year	Audit	S/EE
• Quotations and tenders	12 years/indefinite	Statute of Limitations	A
• Paid Invoices	6 years	VAT	S/EE
• Paid cheques	6 years	Statute of Limitations	S/EE
• VAT records	6 years	VAT	S/EE
• Timesheets	Last completed audit year	Audit	S/EE
• Personnel PAYE	12 years	Superannuation	S/EE
• Insurance policies	While valid	Management	S/EE
• Certificates for	40 years from date	The Employers'	A

Insurance against liability for employees	on which insurance commenced or was renewed	Liability (Compulsory Insurance) Regulations 1998 (SL.2753), Management	
• Investments	Indefinite	Audit, Management	A
• Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	A
• Members allowances register	6 years (none currently held)	Tax, Statute of Limitations	S/EE
• Councillors' Declarations of Office	Term of office plus two years		S/EE
• Planning Applications	See appendix below	AWPC	S/EE
• Planning Appeals	Indefinite	AWPC	A
• Routine correspondence, papers & email	Retain as long as useful	AWPC	SS/EE

Planning appendix

- a. Where planning permission is granted, the planning application, any plans and the decision letter to be retained until the development has been completed.
- b. Where planning permission is granted on appeal, a copy of the appeal decision to be retained indefinitely.
- c. Where planning permission is refused, the papers to be retained until the period within which an appeal can be made has expired. If an appeal is made, and dismissed, the decision letter to be retained indefinitely.
- d. Copies of Structure Plans, Local Plans and similar documents to be retained as long as they are in force.

Destruction method key

A- Archive
 S Shred
 EE electronically erase

N.B . This document to be reviewed on an annually.

Signed by the Chair and Clerk at the Parish Council Meeting held on

D Sinclair

S Wellerd

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Chairman

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Parish Clerk