

# Retention of Documents and Records Policy

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BAWDSEY PARISH COUNCIL

Tina Hughes  
CLERK BAWDSEY PARISH COUNCIL

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. The Council will review storage after the minimum period has elapsed.

DOCUMENTS	MINIMUM RETENTION PERIOD	REASON
MINUTES		
Approved Minutes	Indefinite	Archive
FINANCE		
Scales of fees and charges	6 years	Management
Receipt and payment account(s)	Indefinite	Archive
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
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
VAT records	6 years generally but 20 years for VAT on rents	VAT

DOCUMENTS	MINIMUM RETENTION PERIOD	REASON
INSURANCE		
Insurance policies	As long as it is possible for a claim to be made under it.	Management and legal proceedings
Certificates for Insurance against liability for employees	Indefinitely	Future claims
OTHER DOCUMENTS		
Title deeds, leases, agreements, contracts	Indefinite	Audit and management
Members allowances register	6 years	Tax Limitation Act 1980 (as amended)
Routine Correspondence, letters & emails	Retain as long as useful	

Adopted by the Parish Council at a meeting on: 20<sup>th</sup> November 2024

Signed:

*Andy Rouse*

Cllr Andrew Rouse

Chair

*Tina Hughes*

Tina Hughes

Clerk