

EASTFIELD PARISH COUNCIL

DOCUMENT RETENTION POLICY (ADOPTED 28 SEPTEMBER 2009)

Eastfield Parish Council will retain important documents for the minimum periods listed in the table below. If held, documents may be made available in response to a Freedom of Information request in accordance with the requirements of the Council's Freedom of Information Publication Scheme. Administering the retention of documents is the responsibility of the Clerk to the Council.

Document(s)	Minimum Retention Period	Reason
Minutes	Indefinite	Archive
Investments	Indefinite	Audit/Management
Cash Books	Indefinite	Archive
Contracts, Leases, Agreements	Indefinite	Management/Audit
Receipt Books (all kinds) (if held)	6 complete financial years	VAT/Management/Audit
Bank Statements including deposit/saving/investment account	6 complete financial years	VAT/Management/Audit
Cheque book stubs	6 complete financial years	VAT/Management/Audit
Paid invoices	6 complete financial years	VAT/Management/Audit
Bank paying in books	6 complete financial years	VAT/Management/Audit
VAT records	6 complete financial years	VAT/Management/Audit
Quotations and tenders	6 complete financial years	VAT/Management/Audit
Petty cash, postage books	6 complete financial years	VAT/Management/Audit
Declarations of Office	Term of Office plus 1 year	Management
Planning Applications and all associated documents (where permission is granted).	Decision Notices – 6 years. All other documents – 3 years from date granted.	Management
Planning Applications and all associated documents (where permission is refused)	Until after the time when an appeal can be made.	Management
Insurance Policies	Whilst valid	Management/Audit
Magazines, journals and general information	Whilst relevant	Management
Routine correspondence and emails	Depends on content but a minimum of 6 months	Management