

Haddenham Parish Council Retention of Documents and Records Policy

Adopted December 2018

Reviewed Full Council – 14th December 2020

Review date – December 2023

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.

Document	Minimum Period	Reason
MINUTES		
Agendas	5 years	Management
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
Wages / payroll	12 years	Superannuation
Scales of fees and charges	5 years	Management
Members' allowances register	6 years	Tax, Statute of Limitations
INSURANCE		
Insurance name and policy numbers	Indefinite	Management
Insurance policies	2 years	Management
Certificates of Employers' Liability Insurance	40 years	Employers Liability (Compulsive Insurance relations 1998 SI 2753)
Play area inspections	21 years	In case of claim for long term impact on health following an accident
Accident Forms / Incident Reports	20 years	Potential Claims

OTHER

Quotations and tenders	12 years /indefinite	Statute of Limitations Act 1980 as amended
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