

Dethick Lea and Holloway Parish Council

Document Retention Policy

Dethick Lea and Holloway Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations. This document provides the policy framework through which this effective management can be achieved and audited.

Document	Minimum retention period	Reason
Agendas	5 years	Management
Minutes of Council meetings	Indefinite	Archive
Correspondence / Emails	While relevant	Management
Scales of fees and charges	6 years	Management
Receipt & Payment (or Income & Expenditure) Accounts	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
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	Statute of Limitations Act
VAT Invoices	6 years	VAT
Paid cheques	6 years	Statute of limitations
VAT Records	6 years	VAT
Petty cash, postage and telephone books	6 Years	Tax, VAT, Statute of Limitations
Timesheets	Last completed audit year	Audit
Wages books / payroll	12 years	HMRC/Superannuation
Insurance policies	While valid	Management
Insurance company name and policy numbers	Indefinite	Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowance register	6 years	Tax, Statute of Limitations

<p>For burial grounds</p> <ul style="list-style-type: none"> - Register of fees collected - Register of burials - Register of purchased graves - Register/plan of grave spaces - Register of memorials - Applications for interment - Applications for right to erect memorials - Disposal certificates - Copy certificates of grant of exclusive right of burial. 	<p>Indefinite</p>	<p>Archives Cemeteries orders Cremations regulations</p>
---	-------------------	--