

Drayton (Abingdon) Parish Council

Policy on the Retention and Disposal of Documents

Approved December 2010

Signed:

Date: 6th December 2010

Name: Daniel Scharf
Council

Role: Chairman, Drayton Parish

Document	Minimum period of retention	Reason
Correspondence	1 year (unless related to matters listed elsewhere e.g. finance, planning)	Management
Minutes of Meetings	Indefinite	Archive
Scale of Fees and Charges	5 years	Management
Receipt and payment(s) 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	12 years/indefinite	Statute of Limitations
Paid 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 and Salary records	12 years	Superannuation
Insurance policies	While valid	Management
Insurance Policy Certificate of Public	40 years	Case law (asbestos)

Liability		
Investments	Indefinite	Audit, management
Title deeds, leases, agreements, contracts	Indefinite	Audit, management
Members allowances register	6 years	Tax, Statute of limitations
For Halls, Centres, Recreation Grounds <ul style="list-style-type: none"> ◆ applications to hire ◆ lettings diaries ◆ copies of bills to hirers ◆ record of tickets issued 	6 years	VAT
For Allotments <ul style="list-style-type: none"> ◆ register and plans 	Indefinite	Audit, Management
For Burial Grounds <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 internment ◆ applications for right to erect memorials ◆ disposal certificates ◆ copy certificates of grant of exclusive right of burial 	Indefinite	
Planning Applications <ul style="list-style-type: none"> - Successful - Unsuccessful - Major Developments (e.g. Home Farm) 	Destroy once approved by VWHDC 2 years Indefinite	VWHDC has records In case of enquiry/appeal Archive
Structure Plans	Whilst in Force	Management
Magazines and Journals	Current only	Management/available online
NALC/OALC/SLCC advice	While current	Management/available online

Note:

The above is based on NALC's Legal Topic Note 40: Local Council Document and Record Retention (2007)