

APPENDIX A

Document	Minimum Retention Period	Reason
Minute Books (Council, Committees & Sub-Committees) and related papers	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipts and payments for account (s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements including deposits/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
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	3 years	Personal Injury
Wages book	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for Insurance against liability for employees	40 years from date of which insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) regulations 1998 (SI.2753), Management
Certificate of Public Liability Insurance	40 Years	Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Member allowances register	6 years	Tax, Limitation Act 1980 (as amended)
Personal data of employees	6 years after employment terminates except for salary related information which will be kept for 12 years	Recommended practice and Superannuation
Recruitment paperwork	3 months for all except successful candidate	Maternity and Parental leave etc. Regulations 1999
Statutory maternity, paternity and adoption pay records and evidence	3 years after the end of the tax year in which the pay period ends	Maternity and Parental Leave etc. Regulations 1999
Formal complaints made under the Council's Complaints Procedure	6 years	Management

Document	Minimum Retention Period	Reason
Freedom of Information and Subject Access requests received	6 years	Management
Planning Papers	3 years from date at which the application was considered by the committee	Management
Information from other Bodies (eg. NALC, SLCC, DALC, WDBC, DCC)	As long as useful and relevant	Management
General correspondence other than related to that listed within this Policy	3 years, or as long as it is relevant and useful	Management
Grant Applications	6 years	As other financial information
Burial plot reservations/register of purchased graves	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI.204)
Hire booking forms and related paperwork	6 years	VAT
Councillor Register of Interest, and statutory forms including Declaration of Office	1 year after resignation or end of term of Office	Management
Councillor Co-Option application	1 year apart from the successful applicant	Management