

Staintondale Parish Council Document Retention Policy

Staintondale Parish Council will retain its important documents for the periods listed in the table below. These periods are to be considered as minimum retention times. Administering the retention of documents is the responsibility of the Clerk to the Council. If held, documents may be made available in response to a Freedom of Information request pursuant to the requirements of the Council's Freedom of Information Publication Scheme.

| Document | Minimum Retention Period | Reason |
|--|--|-------------------|
| Minutes | Indefinite | Archive |
| Receipt and payment accounts(s) | Indefinite | Archive |
| Receipt books of all kinds | 6 complete financial years | VAT |
| Bank statements, including deposit/savings accounts | 6 complete financial years | VAT |
| Bank paying-in books | 6 complete financial years | VAT |
| Cheque book stubs | 6 complete financial years | VAT |
| Quotations and tenders | 6 complete financial years | VAT |
| Paid invoices | 6 complete financial years | VAT |
| Paid cheques | 6 complete financial years | VAT |
| VAT records | 6 complete financial years | VAT |
| Petty cash, postage and telephone books | 6 complete financial years | VAT |
| Insurance policies | While valid | Management |
| Public Liability Certificate | 40 years | Audit, Management |
| Investments | Indefinite | Audit, Management |
| Title deeds, leases, agreements, contracts | Indefinite | Audit, Management |
| Declarations of Acceptance of Office | Term of office + 1 year | |
| Planning Applications and all associated documents where planning is granted | Decision Notices – till expiry of consent (usually 3 years). All other documents – 1 year from granted date. | Management |
| Planning Applications and all associated documents where planning is refused | Until the period within which an appeal can be made has expired | Management |
| Magazines, journals, consultations and general information | As long as they are useful or relevant | Management |
| Routine correspondence & emails | 3 months, (may be longer depending on content) | Management |