

DOCUMENT RETENTION POLICY

(This Policy was reviewed by the full Council at its AGM held on 15 May 2024, minute 20/24-25)

1. Objective

The objective of the document retention policy is to specify the period with which information is retained by the Town Council in line with both its Data Protection and Information Security Policies.

2. Policy

Document:	Minimum Retention Period:
Minute books	Indefinite
Agendas	Only if minutes have not been retained
Scale of fees and charges	5 years
Receipt and payment accounts	Indefinite
Receipt books of all kinds	6 years
Bank statements including deposit / savings accounts	Last completed audit year
Bank paying in books	Last completed audit year
Cheque book stubs	Last completed audit year
Quotations and tenders	6 years
Paid invoices	6 years
Paid cheques	6 years
VAT records	6 years
Petty cash, postage and telephone books	6 years
Timesheets	Last completed audit year
Wage books	12 years
Insurance policies	While valid
Certificate of insurance against liability for employees	40 years from date they commenced
Investments	Indefinite

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Title deeds, leases, agreements, contracts	Indefinite
Members allowances register	6 years
For Halls, Centre and Recreation Grounds	
Applications to hire	6 years
Lettings Diaries	6 years
Copies of bills of hire	6 years
Records of tickets issued	6 years
For Allotments	
Register and Plans	Indefinite