

## Retention of Documents and Records

This policy details the minimum retention time required for council documents before disposal in order for the council to comply with the Freedom of Information Act 2000 Publication Scheme. Where variable times are indicated the Council will review storage after the minimum period has elapsed.

### MINUTES

Document	Minimum Period	Reason
Approved minutes	Indefinite	Archive
Draft/rough/notes of minutes taken at meetings	Until minutes are approved	Management

### FINANCE

Document	Minimum Period	Reason
Receipt and Payment Accounts	Indefinite	Archive
Paid invoices	6 years	VAT
VAT records	6 years	VAT
Bank Statements	Last completed audit year	Audit
Paying in books	Last completed audit year	Audit
Cheque stubs	Last completed audit year	Audit
Scales of fees and charges	5 years	Management
Members allowances register	6 years	Tax, Statute of Limitations

### PLANNING

Document	Minimum Period	Reason
Permissions	6 years	Compliance
Permissions - on appeal	Indefinite	Precedent
Permissions - commercial or development	Indefinite	Future compliance
Refusals	2 years	Appeals

### INSURANCE

Document	Minimum Period	Reason
Insurance policies	2 years	Management
Certificates of Employers' Liability Insurance	40 years	Limitation period

**OTHER****Document****Minimum Period****Reason**

Quotations and tenders

12 years /indefinite

Statute of Limitations

Title deeds, leases,

Indefinite

Audit, Management

agreements, contracts

Routine correspondence,

Retain as long as useful

papers &amp; emails

Notes from meetings

Until minutes are confirmed

Minutes are signed