



# Shenley Church End Parish Council

<b>Shenley Church End Parish Council</b>	<b>Retention of Documents SCEPC-05Retention Version 02</b>
<b>Author:</b>	<b>Jane Munn</b>
<b>Recommended By:</b>	<b>Jane Munn</b>
<b>Approved By:</b>	<b>Full Council</b>

## Retention of Documents

<b>Version</b>	<b>Date Adopted</b>	<b>Minute Ref</b>	<b>Review Date</b>	<b>Changes Required</b>
1.0	06/2013			New Policy
2.0	06/2020	20045		Reviewed

The table below gives guidance on the retention of documents. Sections 1 & 2 are based on recommendations from the Audit Commission for audit purposes. Section 3 is specific to Shenley Church End Parish Council.

<u>Document</u>	<u>Minimum retention period</u>	<u>Reason for retention</u>
<b>Section 1 – Recommendations from the Audit Commission</b>		
Minute books	Indefinite	Archive/public inspection
Title deeds	During Ownership	Audit/management
Investments	Indefinite	Audit/management
Register/file of members' allowances	6 years	Income Tax, Limitation Act
Scales of fees/charges	3 years	Management
Receipt/payment 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/tenders	12 years/indefinite	Limitation Act
Paid invoices	6 years	VAT
VAT records	6 years	VAT
Petty cash/postage books	6 years	Tax, VAT, Limitation Act
Timesheets	Last completed audit year	Audit
Wages records	12 years	Superannuation
Insurance policies	While valid	Management
Employers Liability Insurance Certificate	10 years	Legal requirement
<b>Section 2 - Halls, Community Centres, Recreation Grounds</b>		
Applications to hire	6 years	VAT
Copies of bills to hirers	6 years	VAT

### Section 3 - Recommendations specific to Shenley Church End Parish Council

Consultations issued by other authorities/councils	Twelve months	Reference
Planning Applications	Until Decided	Reference
Documents relating to a current project	Twelve months after conclusion of project, unless this is over-ridden by any of the requirements above	Reference
Correspondence received by the Parish Council	Twelve Months	Reference
Invoices relating to assets	For the life of the asset	Reference
Information pertaining to allotment holders	Maximum of 2 years after the end of tenancy period	Reference

Note: References above to the Limitation Act are to the Limitation Act 1980 (as amended). The 1980 Act sets down time limits within which court action for breach of contract, to recover damages for tortious actions and to recover land (these are the main types of action covered by the Act which are likely to be of relevance to local councils) must be started. If not started within the relevant time limit (or during any extension the court might in its discretion grant), legal action is barred.