

Ramsey and Parkeston Parish Council

DOCUMENTS AND RECORDS RETENTION POLICY

PURPOSE

To comply with the requirements of legislation on the retention of records, both hard copy and electronic, with a clear need to retain documentation for audit purposes, tax liabilities, and the eventuality of legal disputes.

Document	Minimum Retention Period	Reason
Minutes	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
All Receipt books	6 years	VAT
Bank statements	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	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year	Audit
Wages books	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI.2753), Management

Ramsey and Parkeston Parish Council

Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
Burial Ground		
Register of fees collected Register of burials Register of purchased graves Register/plan of grave spaces Register or memorials Applications for interment Applications for right to erect memorials Disposal certificates Copy certificates of grant of exclusive right of burial	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI.204)
Planning Applications/appeals	Until development has been completed	Management
Information from other bodies	Until deemed no longer useful or relevant	Management

This policy is adopted by the Ramsey & Parkeston Parish Council at the Annual Meeting of the council held on 5th May 2016.

Proposed by Cllr _____

Seconded by Cllr _____

Signed by the Chair: _____

Dated: _____