

TORVER PARISH COUNCIL

DOCUMENT RETENTION POLICY

Reviewed on 21st May 2024

Torver 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 of Publication Scheme.

Document	Minimum Retention Period	Reason
Minutes	Indefinite	Archive
Receipt and payment account(s)	Indefinite	Archive
Annual Return	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
VAT records	6 complete financial years	VAT
Insurance policies	While valid	Management
Employers liability certificate	Indefinite	Legal requirement
Public liability certificate	Indefinite	Legal requirement
Title deeds, leases, agreements, contracts	Indefinite	Audit, management
Declarations of Acceptance of Office	Term of office + 1 year	
Planning Applications and all associated documents	Retained until decisions on them have been taken and development completed.	Management
Magazines, journals, consultations and general information	As long as they are useful or relevant	Management
Routine correspondence & emails	6 months (may be longer depending on content)	Management

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This policy was adopted by the Torver Parish Council at its Meeting on 3rd May 2018.