Newton Flotman Parish Council
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Retention of Documents Policy

SR – Statutory Requirement, AR – Audit Requirement, BP – Best Practice

Document	**Minimum retention period**	**Explanation**
Minutes (SR)	Indefinite	Archive (NRO), Electronic copy (Clerk), Website (2 years)
Scales of fees and charges (Allotment) (AR)	7 years	Audit and management
Accounts, Annual Returns, year-end bank reconciliation (SR/AR)	Indefinite	Hard Copy Archive (NRO), Electronic copy (Clerk), Website (5 years)
Receipt books of all kinds (SR)	7 years	VAT
Bank statements, including deposit/savings account, bonds, other investments certificates (AR)	7 years	Audit and management
Bank paying-in books (AR/SR)	7 years	Audit and management
Cheque book stubs (AR/SR)	7 years	Audit and management
Quotations and tenders (AR/SR)	12 years	Statute of Limitations
VAT Invoices / Records (AR/SR)	7 years	VAT
EU funded projects accounts (AR/SR)	13 Years	EU laws
Timesheets (AR), Payroll (SR)	Last completed audit year	Audit, personnel
Sickness / Holiday record (BP)	Last completed audit year	Audit, personnel
Tax Codes (AR)	7 years	Audit, HMRC
Written Statement of Particulars (SR) and Job Description (SR)	During Employment Further 12 months	Model documents available

Document	**Minimum retention period**	**Explanation**
Completed Job Application forms (BP)	6 months advisory	Post interview queries
Wages books (SR/AR)	12 years	Superannuation
Insurance policies (AR) Employers Liability Certificates (SR/AR)	While valid 40 years	Audit and management
Title deeds, leases, agreements, contracts (SR/AR)	Indefinite	Audit and management
Tenancy Agreements for allotments (SR)	Length of tenancy plus 6 months	Audit and management

Adopted July 2020
For review April 2021