

FRETtenham PARISH COUNCIL

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Retention of Document Policy

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

Document	Minimum retention period	Explanation
Minute Books (SR)	Indefinite	Hard Copy (Clerk), 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 (Clerk), Electronic Copy (Clerk), Website (5years)
Receipt books of all kinds (SR)	7 years	VAT
VAT Invoices/Records (AR/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
Wages books (SR/AR)	12 years	Superannuation
Postage and telephone books (AR/SR)	7 years	Audit, management, tax VAT
Job Description (SR)	During Employment	Model Document available
Insurance policies (AR)	While valid 40years	Audit and management
Title deeds, leases, agreements, contracts (SR/AR)	Indefinite	Audit and management
Contractors agreement (SR/AR)	1 year	Audit and management
For Allotments Tenancy Agreements (SR)	Length of Tenancy plus 6 months	Audit and management

Adopted September 2018
For review annually