



Hemingford Abbots Parish Council Retention of Documents and Records

Hemingford Abbots Parish Council has adopted the following policy which details the minimum retention time required for Council documents before disposal in order for the Council to comply with the Freedom of Information Act 2000 Publication Scheme. Where variable times are indicated the Council will review storage after the minimum period has ended. Documents are no longer required to be retained will be sent for confidential waste disposal, or shredded by the Parish Clerk.

Document	Minimum Period	Reason
MINUTES		
Approved minutes	Indefinite	Archive
Draft/rough/notes of minutes taken at meetings	Until minutes are approved	Management
FINANCE		
Receipt and Payment Accounts	Indefinite	Archive
Paid invoices	6 years	VAT
VAT records	6 years	VAT
Bank Statements	Last completed audit year	Audit
Paying in books	Last completed audit year	Audit
Cheque stubs	Last completed audit year	Audit
Scales of fees and charges	5 years	Management
Members allowances register	6 years	Tax, Statute of Limitations
INSURANCE		
Insurance policies	2 years	Management
Certificates of Employers' Liability Insurance	40 years	Limitation period
OTHER		
Quotations and tenders	12 years /indefinite	Statute of Limitations
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Routine correspondence, papers & emails		Retain as long as useful
Notes from meetings	Until minutes are confirmed	Minutes are signed