

HOOK PARISH COUNCIL

Document Retention Policy

Hook Parish Council will retain its important documents for the periods listed in the table below (consistent with advice from NALC Legal Topic Note 40 – 2016). These periods are to be considered as minimum retention times. The Clerk will be responsible for ensuring that the documents are filed in an orderly and secure manner at all times. Documents will be made available on request according to the requirements of the Council's Document Publication Policy.

Document Type	Minimum Retention Period	Retention Reason
Minutes	Indefinite	Archive signed copies
Scales of fees and charges	6 years	Management
Receipt and payment accounts(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	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 Action 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Action 1980 (as amended)
VAT records	6years	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Action 1980 (as amended)
Timesheets	Last completed audit year 3 years	Audit(requirement) Personal Injury (best practice)
Wages books, PAYE & NI records	12 years	Superannuation
Insurance policies	While valid	Management
Certificate 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
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management

Members allowances register	6 years	Tax, Limitation Action 1980 (as amended)
Parish Council response to Planning Applications and all associated documents where planning is granted	Until completion of development – major /contentious developments only	
Parish Council response to Planning Applications and all associated documents where planning is refused	Until the period within which an appeal can be made has expired	
Correspondence	According to content – Review at least every 5 years	
Recreations Grounds <ul style="list-style-type: none"> • Application to hire • Lettings diaries • Copies of bills to hire • Record of tickets issued 	6 years	VAT
For Burial Grounds <ul style="list-style-type: none"> ▪ register of fees collected ▪ register of burials ▪ register of purchased graves ▪ register/plan of grave spaces ▪ register of 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)