

Document	Minimum retention period	Reason / Act
Minute books	Indefinite	Archive / historical record
Asset register	Indefinite	Management
Scales of fees and charges	6 years	Management
Receipt and payment accounts	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 Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	VAT
Petty cash books	6 years	VAT, Limitation Act 1980 9 as amended)
Insurance policies	While valid	Management
Certificate for Insurance against liability for employees	40 years from the date on which the insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 section 4. Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)
Local Plans and similar documents	Until they are no longer in force	Management
External magazines, journals and the like	1 year or for as long as they are useful	Management
Parish Newsletter	Indefinite with a copy sent to the British Library	Archive / historical record, The Legal Deposit Libraries Act 2003
Routine correspondence and emails	6 months after relevant issue is completed	Management
Parish Councillors • applications for co-option • declarations of acceptance of office • members register of interests	Term of office + 1 year	Management
Employees' records	Employment period + 6 years	Management

