

# MEOPHAM PARISH COUNCIL

<b>Retention of Documents and Records</b> (Based on NALC Legal Topic Note (LTN) 40 – November 2016)		
This policy 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.		
<b>Document</b>	<b>Minimum Period</b>	<b>Reason</b>
<b>MINUTES</b>		
Approved minutes	Indefinite	Archive
Notes and recordings taken at meetings	Until minutes are approved and signed	Minutes are signed
<b>FINANCE</b>		
Receipt and Payment Accounts	Indefinite	Archive
Paid invoices	6 years	VAT
Receipt books of all kind	6 years	VAT
VAT records	6 years but 20 years on VAT for rent	VAT
Bank Statements	Last completed audit year	Audit
Bank Paying in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Paid Cheques	6 years	Limitation Act 1980 (as amended)
Expenses forms	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Quotations and Tenders	6 years	Limitation Act 1980 (as amended)
Investments	Indefinite	Audit, Management
Scales of fees and charges	5 years	Management
<b>STAFF</b>		
Wages books	12 years	Superannuation
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
<b>PLANNING</b>		
Permissions granted	Until development completed	Compliance
Refusals	Until the appeal period has expired	Appeals
Dismissed appeals	indefinite	Further Applications
Local Plan	Until new plan is in place	
<b>INSURANCE</b>		
Insurance policies	2 years	Management
Certificates of Employers' Liability Insurance	40 years from the date on which insurance commenced or was renewed	The Employers' Liability (compulsory Insurance) Regulations 1998 (SI. 2753, Management)
<b>OTHER</b>		
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Routine correspondence, papers & emails	Retain as long as useful	