

## Parham Parish Council

### Retention and Disposal of Documents – Schedule

In accordance with the Retention and Disposal of Documents Policy, the Retention Schedule is an evolving document that must be updated as new systems and processes are introduced. It will be revised by the Clerk as required by legislation.

<b>Document</b>	<b>Minimum Retention</b>	<b>Reason</b>
Minute Books	Indefinite	Archive
Notes of meetings	Until the draft minutes are agreed by the relevant committee chairman	Management
Meeting Recordings	Until the draft minutes are agreed by the relevant committee chairman	Management
Scales of fees and charges	6 years	Management
Receipt & Payment Accounts	Indefinite	Archive
Receipt books	6 years	VAT
Bank Statements, paying in books, cheque book stubs	Last completed year plus current year	Audit
Quotations & tenders	6 years	Limitation Act 1980
Paid invoices	6 years	VAT
VAT Records	6 years	VAT
Timesheets	Last completed year plus current year	Audit
Wages books	12 years	Superannuation
Insurance policies	While valid, with a spreadsheet with key details of policies to be kept indefinitely	Management

Certificates of employers Liability Insurance	40 Years	Employers Liability (Compulsory Insurance) Regs 1998
Investments	Indefinite	Audit, management
Title Deeds, leases, agreements, contracts	Indefinite	Audit, management
Members Allowances Register	6 years	Tax Limitation Act 1980 (as amended)
Recreation Ground hire records	6 years	VAT
Allotment Register & Plans	Indefinite	Audit, management
Planning Applications	Until considered by committee	Held by SDNPA
Declarations of Acceptance of Office	Term of office + 1 year	management
Members' Register of Interests	Term of office + 1 year	management
Complaints	1 year – thereafter at Clerk's discretion	management
General information not required for historical purposes	1 year	management
Routine correspondence & emails	1 year	management
Project/topic based information	Length of project + 1 year	management

Last updated and approved 10<sup>th</sup> March 2026