MONK SHERBORNE PARISH COUNCIL
DOCUMENT RETENTION POLICY

Monk Sherborne Parish Council retains important documents for the periods listed in the table below. These periods are considered as minimum retention times.
The retention of documentation is for audit, legal, management and operational purposes.
The Clerk will is responsible for ensuring documents are filed securely and destroyed securely if no longer of use or relevance. The same arrangements are applied to electronic documents.
Documents will be made available on request according to the requirements of the Council's Publication Scheme.

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Minutes	.Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
Receipt books	. 6 years	VAT
Bank statements including deposit/savings accounts	6 years	Audit, Limitation Act 1980 (as amended)
Bank paying-in books	2 years	Audit
Cheque book stubs	2 years	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 (If applicable)	6 years	Tax, VAT, Limitation Act 1980 (as amended)

Wages books, PAYE & NI Records	12 years	Superannuation/Pensions
Insurance policies	While valid	Management
Certificates 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,	Indefinite	Audit, Management
Correspondence, either in paper format or email	According to content and in line with the Parish Council's Data Protection Policy.	Audit, Management
Parish Council responses to planning applications	Recorded in minutes and kept indefinitely.	Management
All electronic planning documents associated with specific applications.	Until planning decision is communicated to BDBC and recorded in the minutes accordingly	Management. Plans are available to view on the BDBC planning portal afterwards.
Magazines, journals & general information from associations.	As long as they are relevant and useful	Operational
Parish Council Policy documents	Until they are superseded or no longer required	Operational
Personnel records	6 months after the employment of said employee has ceased.	Operational
Risk assessments	Until they are superseded by a new assessment	Operational
Councillors' declarations of office.	4 years or until they vacate office	Operational