

LITTLE EASTON PARISH COUNCIL – DOCUMENT RETENTION POLICY – ADOPTED AT THE PC MEETING OF 23 FEBRUARY 2022

The Minimum Retention Period is based on guidance	Format Hard	Format Digital	Minimum Retention Period	Reason from EALC
Agenda - Council Meetings	✓	✓	2 years	
Agenda - Non Council Meetings		✓	3 years	
Asset Register		✓	Indefinite	
Bank Statements	✓		6 years	Audit
Bank Paying in Books	✓		6 years	Audit
Cheque Book Stubs	✓		6 years	Audit
Cheques Paid	✓			Statute of Limitation
Surveys		✓	3 years results only	
Football Annual Agreements	✓		1 year a er end date	
Gifts received register	✓	✓	Indefinite	
Grant Applications	✓		6 years	
Invoices Paid	✓		6 years	VAT
Investments	✓		Indefinite	Audit, Management
Insurance Policies	✓		6 years	Management
Insurance Policies - Other	✓		While valid	
Ledgers - general correspondence		✓	3 years	
Members Allowance Register	✓		6 years	Tax, Statute of Limitation
Declaration of Office	✓		Indefinite	

Document Retention Policy – Little Easton Parish Council – adopted 23/02/2022

Members Allowance Register	✓		6 years	
Members Declaration of Interest		✓	Indefinite	
Minutes & Minute Book	✓	✓	Indefinite	
Minutes/notes handwritten (includes notes by Members)	✓		Until Minutes agreed	
Planning Applications		✓	At least 5 years	
Petty Cash	✓		6 years	TAX, VAT, SOL
Postage	✓		6 years	TAX, VAT, SOL
Quotations & Tenders - successful	✓		12 years/Indefinite	Statute of Limitation
Quotations & Tenders - unsuccessful	✓		Life of Tender	
Receipt & Payments Book	✓		Indefinite	Archive
Risk Assessments	✓	✓	25 Years	Public Liability
Scales of Fees & Charges		✓	5 Years	Management
Standing Orders	✓			
Timesheets (Clerk)	✓		2 years	Audit & Working Time Regs
Title Deeds, Leases, Agreements, Contracts	✓		Indefinite	Audit Management
VAT Records	✓		6 years	VAT