

GREAT BEALINGS PARISH COUNCIL

RETENTION POLICY

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. Where variable times are indicated the Parish Council will review storage after the minimum period has elapsed. Documents of historical importance, if not retained by the council, will be offered to the Suffolk Records Office.

DOCUMENT	MINIMUM PERIOD	REASON
MINUTES		
Approved Minutes – Hard copies and electronic files	Indefinite	Archive
Approved Minutes on website	2 full years plus current	Public interest
Draft/Rough/notes of minutes taken at meetings	Until minutes are approved	Management
FINANCE		
Receipt and Payment Accounts	Indefinite	Archive
Paid invoices	6 years plus current	VAT
VAT records	6 years plus current	VAT
Bank statements	Last completed audit year	Audit
Paying in books	Last completed audit year	Audit
Cheque stubs	Last completed audit year	Audit
PLANNING		
Permissions	6 years	Compliance
Refusals	2 years	Appeals
INSURANCE		
Insurance policies	2 years	Management
Certificates of Employers Liability Insurance	40 years	Limitation
OTHER		
Routine correspondence, Papers		Retain as long as useful
Emails		Retain as long as useful
Electronic files re planning	Same period as other planning papers	To protect records from loss, destruction or falsification
Other Electronic files	3 years from date last used	