

Longhoughton Parish Council Document Retention Schedule

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
▪ Minute books	Indefinite	Archive
▪ Scales of fees and charges	5 years	Management
▪ Receipt and payment account(s)	Indefinite	Archive
▪ Receipt books of all kinds	6 years	VAT
▪ Bank statements, including deposit/savings accounts	Last completed audit year	Audit
▪ Bank paying-in books	Last completed audit year	Audit
▪ Cheque book stubs	Last completed audit year	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, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
▪ Timesheets	Last completed audit year	Audit
▪ Wages books	12 years	Superannuation
▪ 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, contracts	Indefinite	Audit, Management
▪ Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)

This document retention policy was approved at a meeting of Council on 18 February 2013 and is effective as of that date. The policy will be reviewed periodically. The Parish Council adopted the model document retention schedule produced by National Association of Local Councils (NALC) in Topic Note LTN40.

Longhoughton Parish Council reviewed and accepted this Document Retention Schedule with no amendments at a further meeting of the Council held on Monday 17 July 2017.

Longhoughton Parish Council reviewed and accepted this Document Retention Schedule with no amendments at a further meeting of the Council held on Monday 26 November 2018.

Longhoughton Parish Council reviewed and accepted this Document Retention Schedule with no amendments at a further meeting of the Council held on Monday 21 June 2021.

Longhoughton Parish Council reviewed and accepted this Document Retention Schedule with no amendments at a further meeting of the Council held on Monday 23 September 2024.

Chairman, Longhoughton Parish Council, 23 September 2024