

HIGHWOOD PARISH COUNCIL



HIGHWOOD PC - RETENTION POLICY – As agreed at the PARSH COUNCIL MEETING OF 15 TH MARCH 2021. REVIEW DATE MARCH 2022.				
The Minimum Retention Period is based on guidance from the EALC.	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 1 year after end date	
Football Annual Agreements	✓			
Gifts received register	✓	✓	Indefinite	
Grant Applications BY WF&BPC	✓		6 years	
Grant Application to WF&BPC	✓		6 years	
Invoices Paid	✓		6 years	VAT
Investments	✓		Indefinite	Audit, Management
Insurance Policies - WF&BPC	✓		6 years	Management
Insurance Policies - Other	✓		While valid	
Letters - general correspondence		✓	3 years	
Members Allowance Register	✓		6 years	Tax, Statute of Limitation
Declaration of Office	✓		Indefinite	
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

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	✓		Life of Tender	
Quotations & Tenders - unsuccessful				
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