

# HIGHWOOD PARISH COUNCIL



HIGHWOOD PC - RETENTION POLICY – As agreed at the PARSH COUNCIL MEETING OF MAY 2022.. REVIEW DATE MARCH 2023.					
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