

Cold Ashton Parish Council

Document Retention Policy

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Clerk to the Parish Council, and he/she is required to manage the Council's records in such a way as to promote compliance with this policy so that the information will be retrieved easily.

Document	Minimum Retention Period	Reason
Minutes	Indefinite	Archive
Receipt and payment account(s)	Indefinite	Archive
Receipts	7 years	VAT
Bank statements, deposit and savings accounts	7years	VAT
Bank paying in books	7 years	VAT
Check book stubs	7 years	VAT
Quotations	7 years	VAT
Paid invoices	7 years	VAT
VAT records	7 years	VAT
Salary records	7 years	Audit
Tax and NI records	7 years	Audit
Insurance policies	Whilst valid	Audit
Cert of Employers Liability	40 years	Audit / Legal
Cert of Public Liability	40 years	Audit / Legal
Asset register	Indefinite	Audit
Information asset register	Indefinite	Audit
Declaration of Acceptance	Term of office + 1 year	Management
Members Register of Interests	Term of office + 1 year	Management
Complaints	One year	Management
Magazines, journals, general information, consultations,	As long as they are useful or relevant	Management
Routine correspondence and emails	6 months	Management
Deeds and leases	Indefinite	Audit

Planning Applications

All planning applications and relevant decision notices are available at South Gloucestershire District Council. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Council minutes and are retained indefinitely. Correspondence received in connection with applications will be retained as stated above. (See correspondence)

May 14th 2018