



RETENTION OF DOCUMENTS POLICY

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
General & Finance		
Parish Minutes & typed meeting notes of any groups or committees as either hard copy or on-line	Indefinite	Archive (typed documents to Hampshire Archives every 5 years)
Hand written minutes and meeting notes for transcription to typed documents	Destroyed as soon as typed document is approved	Document kept as typed version only
Emails	6 months. Complaints/reports from highways, and any additional information to specific issues are printed and kept in relevant file in line with GDPR policy.	Management. Archive
Scales of fees and charges	6 years	Management
Receipt & payment accounts	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements	6 years	Management
Bank paying in books	6 years	Management
Cheque book stubs	6 years	Management
Quotations & tenders	12 years	Statute of Limitations
Paid invoices	6 years	VAT
VAT Records	6 years	VAT
Tax records	6 years	Tax. Statute of Limitations
Telephone use records	6 years	Statute of Limitations
Wages & salaries records	6 years	Management
Insurance policies	While valid but previous 5 years for comparisons	Management
Investments	Indefinite	Audit, management
Title deeds, leases, agreements, contracts	Indefinite	Audit, management
Members allowances & expenses records	6 years	Tax, Statute of Limitations
Policies & procedures	Indefinite. Review as stated. Superseded to be marked as such.	Management, Reference.
Safety inspections and maintenance	12 years	Statute of Limitations
Planning		

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Planning applications hard copy	Whilst application is unresolved	Management
Associated planning documents	In accordance with individual case	Management
Local plans etc	As long as valid	Management
Information from other bodies e.g. NALC	As long as useful & relevant	Management
Magazines & journals	Minimum 5 years	Reference
Correspondence and general files	If associated with other areas above – same retention time and in accordance with GDPR. Otherwise review annually. Documents of historical importance should be retained or given to local/county archivist	Management. Archive
For recreation areas and pavilions		
Application to hire	6 years	VAT
Lettings records		
Copies of payments to hirers		
For burial grounds		
Register of fees collected	Indefinite	Archives, Cemeteries Orders, cremations Regulations
Register of burials		
Register of purchased graves		
Register/plan of grave spaces		
Register of memorials		
Applications for interment		
Memorial applications		
Disposal certificates		
Copy certificates of grant of exclusive right of burial		

* Not relevant to Denny Lodge parish council at present date – for reference only

This table is in accordance with guidance note LTN 40 – November 2007 from NALC

Adopted	10/01/2017
Review 1	05/03/2018
Review 2	15/04/2019
Next review due	2023