

LITTLE CANFIELD PARISH COUNCIL – DOCUMENT RETENTION POLICY – ADOPTED AT THE PC MEETING OF 07 MARCH 2022

The Minimum Retention Period is based on guidance	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		
Football Annual Agreements	N/A				
Gifts received register	✓	✓	Indefinite		
Grant Applications	✓		6 years		
Invoices Paid	✓		6 years	VAT	
Investments	✓		Indefinite	Audit, Management	
Insurance Policies	✓		6 years	Management	
Insurance Policies - Other	✓		While valid		
Ledgers - general correspondence		✓	3 years		
Members Allowance Register	✓		6 years	Tax, Statute of Limitation	
Declaration of Office	✓		Indefinite		

Document Retention Policy – Little Canfield Parish Council – adopted 07/03/2022

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	
Quotations & Tenders - unsuccessful	✓		Life of Tender		
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	