# REPTON PARISH COUNCIL RETENTION OF RECORDS POLICY

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| **DOCUMENT** | **MINIMUM RETENTION PERIOD** | **REASON** |
| Minutes/Registers/Annual Audit Returns | Indefinite | Archive |
| Scale of Fees & Charges | 6 years | Management |
| Receipt & Payment Accounts | Indefinite | Archive |
| Receipt Books | 6 years | VAT |
| Bank Statements | Last completed audit year | Audit |
| Bank Paying In Books | Last completed audit year | Audit |
| Cheque Book Stubs | Last completed audit year | Audit |
| Quotations & Tenders | 6 years | Limitation Act 1980 (as amended) |
| Paid Invoices | 6 years | VAT |
| Paid Cheques | 6 years | Limitation Act 1980 (as amended) |
| VAT Records | 6 years generally but 20 years for VAT on rents | VAT |
| Playground Inspection Reports | 21 years | Possible claim |
| Petty Cash/Postage/Telephone Books | 6 years | Tax, VAT and Limitations Act 1980 (as amended) |
| Timesheets | Last completed audit year3 years | Audit (requirement) and personal injury (best practice) |
| Wages Books | 12 years | Superannuation |
| Insurance Policies | As long as it is possible for a claim to be made under it | Management and legal proceedings |
| Certificates for insurance against liability for employees | Indefinitely | Future claims |
| Investments | Indefinite | Audit, Management |
| Title Deeds, Leases, Agreements, Contracts | Indefinite | Audit, Management |
| Members’ Allowances Register | 6 years | Tax, Limitation Act 1980 (as amended) |
| Halls, Centres, Recreation Grounds:Applications to hire; Lettings Diaries; Copies of Bills to hirers; Records of tickets issued | 6 years | VAT |
| Allotments – Register & Plans | Indefinite | Audit, Management |
| Burial Grounds: Register of fees collected; Register of Burials; Register of Purchased Graves; Plan of Grave Spaces; Register of Memorials; Applications for Interment; Applications for Right to erect Memorials; Disposal Certificates; Copy Certificates of Grant of Exclusive Right of Burial | Indefinite | Archives and Local Authorities Cemeteries Order 1977 (SI. 204) |

## Planning Applications

It is recommended that Planning Applications be disposed of after approval has been given by the Planning Authority – unless a specific reason exists, i.e. controversial local issue etc. Refused Planning Applications should be retained at the discretion of the Clerk, and only for 2 years. All planning application matters which follow should be referred to the Planning Authority concerned.

## Review of Retention of Records Policy

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| **Version Number** | **Date of Review** | **Revisions Made** | **Date of Next Review** |
| 1 | 12th November 2018 | No revisions needed | March 2020 |
| 1a | March 2020 | No revisions needed | March 2021 |
| 1b | March 2021 | No revisions needed | March 2022 |
| 1c | March 2022 | No revisions needed | March 2023 |
| 2 | March 2023 | Update as per NALC Legal Topic Note 40 Annexe | March 2024 |
| 2a | March 2024 | No revisions needed | March 2025 |
| 2b | February 2025 | No revisions needed | March 2026 |