

GESTINGTHORPE PARISH COUNCIL – DOCUMENT RETENTION POLICY

DOCUMENT	PAPER/ELECTRONIC	LOCATION	MINIMUM RETENTION PERIOD
Administration			
Agendas	P	Minutes file	Indefinitely
Clerk's Personnel records	P	Filing cabinet	2 years after ceasing employment
Contracts	P	Filing cabinet	6 years
Declaration of Office, Chairman	P	Filing cabinet	Term of Office plus 1 year
Declaration of Office, Councillor	P	Filing cabinet	Term of Office plus 1 year
Election documents	P	Filing cabinet	6 months after Election
Electoral register	P	Filing cabinet	Retain until superseded
Emergency Plan	E	Computer	Retain until superseded
Housing – Oates Cottages	P	Filing cabinet	Indefinitely
Inspection reports – RoSPA	P	Filing cabinet	Indefinitely
Leases	P	Filing cabinet	Indefinitely
Planning applications & responses	E	BDC website	
Register of Interests	E	BDC website	
Routine correspondence	P	Filing cabinet	Retain as long as useful
Routine emails	E	Computer email	Retain as long as useful
Signed minutes of Annual Parish Meeting	P	Minutes file	Indefinitely
Signed Minutes of Council Meetings	P	Minutes file	Indefinitely
Finance			
Annual Return	P	Accounts file by year	Indefinitely
Budget forecasts	P	Accounts file	3 years
Bank paying in books & cheque book stubs	P	Accounts file	2 years
Bank statements	P	Accounts file by year	7 years
Clerks expenses	P	Accounts file by year	7 years
Fixed Asset register	E	Computer	Retain until superseded
Insurance policies	P	Accounts file by year	Indefinitely
Paid invoices	P	Accounts file by year	7 years
PAYE returns	P	Accounts file by year	7 years
Quotation and tenders	P	Filing cabinet	7 years
Receipt & payment accounts	P	Accounts file by year	Indefinitely
Receipt books	P	Accounts file by year	7 years
VAT records	P	Accounts file by year	7 years