

**BRASTED PARISH COUNCIL**  
**DOCUMENT RETENTION POLICY**  
**Reviewed by Brasted Parish Council: 8 June 2020**

Brasted Parish Council will retain important documents for the minimum periods listed in the table below in either paper or electronic form. If held, documents may be made available in response to a Freedom of Information (FOI) request in accordance with the requirements of the Council's Freedom of Information Publication Scheme. Administering the retention of documents is the responsibility of the Clerk to the Council.

Brasted Parish Council may deposit records and documents with the County Council for archiving purposes. If an FOI request is received and the parish council does not hold the documents directly, then the requestor will be directed to the County Council archives.

Brasted Parish Council will annually review paper and electronic records it retains and may destroy any that are no longer of use or relevant.

<b>DOCUMENT</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>REASON</b>
Asset Register	Current Version	Management/Audit
Audit Reports	Indefinite	Audit
Audit Correspondence	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Bank statements, including deposit/savings	Last completed audit year	Audit
Certificate for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI 2753), Management
Cheque book stubs	Last completed audit year	Audit
Complaints to BPC	6 years	Management
Declarations of Office	Term of Office plus 1 year	Management
Emails	2 years	Management
HMRC PAYE	12 years	Superannuation
Information from third party bodies	Whilst useful and relevant	Management
Insurance policies	While valid	Management
Legal correspondence	2 years	Management
Local/Historical Information	Whilst useful and relevant	Management
Magazines & Journals	Whilst useful and relevant	Management
Minutes	Indefinite	Archive
Paid cheques	6 years	Limitation Act 1980 (as amended)
Paid Invoices	6 years	VAT
Planning Papers received from local planning authorities	Hardcopies of Planning Applications retained for 6 months unless they are active. Decisions and Notifications are received electronically. They are available via the Planning Portal.	Management
Policies of the Council	Current Version	Management
Quotations & tenders	6 years	Limitation Act 1980 (as amended)
Receipt & Payment Accounts	Indefinite	Archive
Receipt books of all kinds (if held)	6 years	VAT
Routine correspondence	3 months if not filed	Management
Staff Documentation	In accordance with DPA	DPA 1998
Timesheets	Last completed audit year	Audit
Title deeds, leases, agreements, contracts where applicable and in place	Indefinite	Audit, Management
VAT records	6 years	VAT