

CHERITON PARISH COUNCIL

To be read with Privacy Notice

DATA RETENTION POLICY

	DOCUMENT	MINIMUM RETENTION PERIOD	REASON
1	Minute book	Indefinite	Archive
2	Scales of fees and charges	8 years	Management
3	Receipt and payment accounts	Indefinite	Archive
4	Receipt books of all kinds	8 years	VAT
5	Bank statements incl deposit/savings acc	8 years	Audit
6	Bank paying in books	8 years	Audit
7	Cheque book stubs	8 years	Audit
8	Quotations and tenders	8 years	Limitation Act 1980 (as amended)
9	Paid invoices	8 years	VAT
10	Paid cheques	8 years	Limitation Act 1980 (as amended)
11	VAT records	8 years	VAT
12	Petty cash, postage and telephone books	8 years	Tax, VAT, Limitation Act 1980 (as amended)
13	Timesheets	Last completed audit year	Audit
14	Wages books	12 years	Superannuation
15	Insurance policies	3 years	Management

Adopted: 8th April 2021

16	Certificates for Insurance against liability for employees	40 years from date on which insurance was commended or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 SI2753, Management
17	Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
18	Members allowances register	8 years	Tax, Limitation Act 1980 (as amended)
19	<i>Recreation Ground:</i> application to hire, lettings diaries, copies of bills to hires, record of tickets issued	8 years	VAT
20	Correspondence(written, email, message)	As long as particular enquiry is "live"	
21	Planning permissions granted - planning application, plans and decisions letter	5 years	To see development proceeds according to T&C of permission
22	Planning permission granted on appeal - appeal decision	Indefinite	Wider implications (eg precedent for other local developments)
23	Planning permission refused	Papers retained until expiry of appeal period	
24	Planning Appeal dismissed	Indefinite	Against further applications relating to same site.
25	Local Plans	As long as in force	
26	Documentation relating to staff	Retain after employment ends	Eg for giving references, payment of Tax, NI contributions, pensions, legal claims. Times an appeal can be lodged against an employer are set out in relevant legislation or Limitations Act 1980 (as amended)