

# The Parish Council of Tidbury Green

## *Documents Retention Policy*

*Generally documents should be destroyed if they are no longer of use or relevant, but if in doubt, retain.  
This document does not address the Council's policy as to matters which may arise under the Data Protection Act 1998.*

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>
Minute books	Indefinite	Council history
Annual accounts	Indefinite	Council history
Annual Return	6 years	Limitation Act
Cash book	6 years	VAT
Deeds, leases, agreements and contracts	Indefinite	Audit
Certificates for insurance against liability for employees	40 years	The Employers liability Regulations 1988
Wages book	12 years	Superannuation
Receipt books	6 years	VAT
Paid invoices	6 years	VAT
VAT records	6 years	VAT
PAYE records	6 years	Limitation Act
Hours worked by Clerk	Last completed audit year	Audit
Paid cheques	6 years	Limitation Act
Quotations and tenders	6 years	Limitation Act
Correspondence	6 years	Limitation Act
Risk assessment	6 years	Limitation Act
Bank statements	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Financial budgets	Last completed audit year	Audit
Monthly financial reports	Last completed audit year	Audit
Job applications for Parish Clerk	Within one year from application	Employment regulations

Updated April 2013

Approved – April 2022