

SHOTGATE PARISH COUNCIL - RETENTION POLICY		Format Hard	Format Digital	Minimum Retention Period	Reason from EALC
The Minimum Retention Period is based on guidance from the EALC.					
Agenda - Council Meetings	✓	✓	✓	2 years	
Agenda - Non Council Meetings		✓	✓	3 years	
Asset Register		✓	✓	Indefinite	
Bank Statements	✓			6 years	Audit
Bank Paying in Books	✓			6 years	Audit
Cheque Book Stubs	✓			6 years	Audit
Cheques Paid	✓				Statute of Limitation
Surveys		✓	✓	3 years results only	
Football Annual Agreements	✓			1 year after end date	
Gifts received register	✓	✓	✓	Indefinite	
Grant Applications BY WF&BPC	✓			6 years	
Grant Application to WF&BPC	✓			6 years	
Invoices Paid	✓			6 years	VAT
Investments	✓			Indefinite	Audit, Management
Insurance Policies - WF&BPC	✓			6 years	Management
Insurance Policies - Other	✓			While valid	
Letters - general correspondence		✓	✓	3 years	
Members Allowance Register	✓			6 years	Tax, Statute of Limitation
Declaration of Office	✓			Indefinite	
Members Allowance Register	✓			6 years	
Members Declaration of Interest	✓		✓	Indefinite	
Minutes & Minute Book	✓		✓	Indefinite	
Minutes/notes handwritten (includes notes by Members)	✓			Until Minutes agreed	
Planning Applications		✓		At least 5 years	
Petty Cash	✓			6 years	TAX, VAT, SOL
Postage	✓			6 years	TAX, VAT, SOL
Quotations & Tenders - successful	✓			12 years/Indefinite	Statute of Limitation

<p>Quotations & Tenders - unsuccessful Receipt & Payments Book Risk Assessments Scales of Fees & Charges Standing Orders Timesheets (Clerk) Title Deeds, Leases, Agreements, Contracts VAT Records</p>	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<p>✓ ✓</p>	<p>Life of Tender Indefinite 25 Years 5 Years 2 years Indefinite 6 years</p>	<p>Archive Public Liability Management Audit & Working Time Regs Audit Management VAT</p>
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