

SHOTGATE PARISH COUNCIL - RETENTION POLICY					
The Minimum Retention Period is based on guidance from the EALC.					
	Format Hard	Format Digital	Minimum Retention Period	Reason from 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	

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



