

# LITTLE BERKHAMSTED PARISH COUNCIL

## Document Retention Policy

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
<b>Statutory, Financial &amp; Corporate</b>		
Minute Books	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt & payment accounts	Indefinite	Archive
Bank statements	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations & tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years (20 years on rents)	VAT
Salary & wages records	12 years	Pension, NI & HMRC audit
Insurance policies	While valid	Management
Certificate of Insurance against liabilities for employees	40 years from date on which insurance was commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 SI. 2753 Management
Investments	Indefinite	Audit, Management
Title deeds, leases, property agreements	Indefinite	Audit, Management
<b>General &amp; routine Correspondence</b>		
Letters, emails & routine correspondence	3 years	Follow up and possible recourse
<b>Planning</b>		
Plans & any member or resident correspondence	3 years	Follow up and application change or resubmission, applications valid for 3 years

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
<b>Employee Records</b>		
Application forms Contracts of employment Sickness records Routine employee documents	Past employees: 6 years from date of leaving	Personal injury claims, tribunal claims
<b>Recruitment Records</b>		
Application forms CVs Interview notes Supporting documents	6 months from date of appointment	Discrimination claim from interviewees
<b>Hall &amp; Recreation Ground</b>		
Application to hire Lettings diaries Copies of bills to hirers	6years	VAT

**Reference:** NALC Legal Topic Note 40 November 2016

**Disposal:** To ensure there are no breaches of Data Protection regulations:

- Any documents identified for disposal, in accordance with this policy, will be destroyed by shredding service.
- Documents for disposal will not be entered into public recycling streams.