

Retention of Documents by Marlingford and Colton Parish Council

Document Status SR – Statutory Requirement AR – Audit Requirement BP – Best Practice Red – Must have Black– Good to have	Minimum retention period	Explanation
Minute Books (SR)	Indefinite	Archive (NRO) Electronic copy (Clerk) Website (2 years)
Receipt & Payment (or Income & Expenditure) Accounts Annual Returns, year-end bank reconciliation (SR/AR)	Indefinite	Hard Copy Archive (NRO) Electronic copy (Clerk) Website (2 years)
Receipt books of all kinds (SR)	7 years	VAT
Bank statements, including deposit/savings account, bonds, other investments certificates (AR)	7 years	Audit and management
Bank paying-in books (AR/SR)	7 years	Audit and management
Cheque book stubs (AR/SR)	7 years	Audit and management
Quotations and tenders (AR/SR)	12 years	Statute of Limitations
VAT Invoices / Records (AR/SR)	7 years	VAT
Petty cash, postage and telephone books (AR/SR)	7 years	Audit, management, tax, VAT
Timesheets (AR), Payrol / (SR) Sickness / Holiday record (BP)	Last completed audit year	Audit, personnel
Tax Codes (AR)	7 years	Audit, HMRC
Written Statement of Particulars (SR)	During Employment Further 6 months	Model document available
Job Description (SR)	During Employment Further 6 months	Model document available
Completed Job Application forms (BP)	6 months advisory	Post interview queries
Insurance policies (AR) Employers Liab. Certificates (SR/AR)	7 years 20 years	Audit and management
Title deeds, leases, agreements, contracts (SR/AR)	Indefinite	Audit and management Historical

For play areas - inspection records	20 years	Insurance purposes (must be retained in the event of any public liability claims being made)
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Policies and procedural documents – where applicable		
<ul style="list-style-type: none"> Asset Register (AR/SR) Code of Conduct (SR) Complaints Policy (BP) Data Protection Policy (SR) Emergency Plan (BP) Equality Policy (SR) Financial Regulations (SR) Grievance and Disciplinary Policy (BP) Insurance Policy (SR) Interests Forms (SR) Lone Workers Policy (BP) Pension Policy (SR) Planning Policy (BP) Privacy Statements (where requirement to be identifiable) (SR) Risk Management Policy/Schedule (SR/AR) Standing Orders (AR/BP) Training & Development Policy (BP) 	Retain until reviewed / renewed	