Mendlesham Parish Council
Records policy.

This policy details the minimum retention time required for council documents before disposal in order for the council to comply with the Freedom of Information Act 2000 Publication Scheme. Where variable times are indicated the Council will review storage after the minimum period has elapsed.

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
▪ Minute books	Indefinite	Archive after five years to Records Office
▪ Scales of fees and charges	5 years	Management
▪ Receipt and payment account(s)	Indefinite	Archive two years after record books completed to Records Office.
▪ Receipt books of all kinds	6 years	VAT
▪ Bank statements, including deposit/savings accounts	Last completed audit year	Audit
▪ Bank paying-in books	Last completed audit year	Audit
▪ Cheque book stubs	Last completed audit year	Audit
▪ Quotations and tenders	12 years/indefinite	Statute of Limitations
▪ Paid invoices	6 years	VAT
▪ Paid cheques	6 years	Statute of Limitations
▪ VAT records	6 years	VAT
▪ Petty cash, postage and telephone books	6 years	Tax, VAT, Statute of Limitations
▪ Timesheets	Last completed audit year	Audit
▪ Wages books	12 years	Superannuation
▪ Insurance policies	2 years	Management

▪ Certificates for Insurance against liability for employees ▪ Employee records	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management.
▪ Investments	Indefinite	Audit, Management
▪ Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
▪ Members allowances register	6 years	Tax, Statute of Limitations
▪ Planning: applications, results. Correspondence relating to application	Available via MSDC website. No records required to be held in Parish Records. 1 year after result received. .	Management, Parish Council consultee, not planning authority.
▪ Misc correspondence/ (as filed by Clerk)	1 year	Management
▪ **For Halls, Centre, Recreation Grounds** ▪ application to hire ▪ lettings diaries ▪ copies of bills to hirers	6 years	VAT

▪ record of tickets issued ▪ Play equipment check logs	21 Years	Further to ROSPA training
▪ Allotment register and plans	Indefinite	Audit, Management To Record Office, two years after record books completed.