**BRENT ELEIGH PARISH COUNCIL**

**DATA RETENTION AND DISPOSAL POLICY**

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| **Retention of Documents and Records** | | |
| 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 Period** | **Reason** |
| **MINUTES** | | |
| Approved minutes | 10 years [then archive] | Archive |
| Approved minutes of Committee meetings (if held) | 3 years | Management |
| Draft/rough/notes of minutes taken at meetings/  supporting papers | 3 years | Management |
| **FINANCE** | | |
| Published Accounts | Indefinite | Archive |
| Paid invoices | 6 years | VAT |
| VAT records | 6 years | VAT |
| Bank Statements | Last completed audit year | Audit |
| Paying in books | Last completed audit year | Audit |
| Cheque stubs | Last completed audit year | Audit |
| Scales of fees and charges | N/A |  |
| Members allowances register | 6 years | Tax, Statute of Limitations |
| **PLANNING** | | |
| Permissions | 6 years | Compliance |
| Permissions - on appeal | Indefinite | Precedent |
| Permissions - commercial or large developments | Indefinite | Future compliance |
| Refusals | 6 years | Appeals / new applications |
| **INSURANCE** | | |
| Insurance policies | 2 years | Management |
| Certificates of Employers’ Liability Insurance | 40 years | Statutory limitation period |
| **OTHER** | | |
| Quotations and tenders | 12 years /indefinite | Statute of Limitations |
| Title deeds, leases, agreements, contracts | Indefinite | Audit, Management |
| Routine correspondence, papers & emails | Retain as long as useful | Management |
| Consultations | 6 years | Management |

**Adopted by Brent Eleigh Parish Council 16/06/2022**

# Document Amendment History

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| **Revision No.** | **Originator of change** | **Date of change** | **Change Description** |
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