

# ASHOVER PARISH COUNCIL

[www.ashover-pc.gov.uk](http://www.ashover-pc.gov.uk)

## 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.

<b><u>Document</u></b>	<b><u>Minimum Period</u></b>	<b><u>Reason</u></b>
<b>MINUTES</b>		
Approved minutes	Indefinite	Archive
Draft/rough/notes of minutes taken at meetings	Until minutes are approved	Management
<b>FINANCE</b>		
Receipt and Payment 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	5 years	Management
Members allowances register	6 years	Tax, Statute of Limitations
Timesheets	Last completed audit year	Audit
Salary/Wage records	12 years	Superannuation/Pension
<b>PLANNING – Following Planning Records maintained by Planning Authority not Ashover Parish Council; some records may be retained by APC for future reference.</b>		
Permissions	6 years	Compliance
Permissions - on appeal	Indefinite	Precedent
Permissions - commercial or development	Indefinite	Future compliance
Refusals	2 years	Appeals
<b>INSURANCE</b>		
Insurance policies	2 years	Management
Certificates of Employers' Liability Insurance	40 years	Limitation period
<b>HALLS, CENTRES AND RECREATION GROUNDS</b>		
Application to Hire	6 years	VAT
Lettings Diaries	6 years	VAT
Copies of invoices to hirers	6 years	VAT
Record of tickets issues	6 years	VAT
<b>Allotments</b>		
Register and Plans	Indefinite	Audit, Management

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<b><u>Document</u></b>	<b><u>Minimum Period</u></b>	<b><u>Reason</u></b>
<b>BURIAL GROUNDS</b>		
Register of Fees collected	Indefinite	All - Archives, Cemeteries Orders, Cremations Regulations
Register of Burials	Indefinite	
Register of purchased graves	Indefinite	
Register/plan of grave spaces	Indefinite	
Register of Memorials	Indefinite	
Applications for Interment	Indefinite	
Applications for Right to Erect a Memorial	Indefinite	
Disposal Certificates	Indefinite	
Copy certificates of Grant of Exclusive Right of Burial	Indefinite	
<b>OTHER</b>		
Quotations and tenders	12 years /indefinite	Statute of Limitations Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	
Routine correspondence, papers & emails		Retain as long as current, useful or has legal implications.
Notes from meetings	Until minutes are confirmed	Minutes are signed

**Adopted:** January 2018  
**Reviewed:** May 2018  
**Reviewed:** May 2021  
**Next Review May 2024**