

**Retention and Disposal of Documents
and Records Policy**

**This Retention and Disposal of
Documents and Records Policy
was adopted
Mountfield Parish Council at their
Annual Meeting
on 8th May 2018**

MOUNTFIELD PARISH COUNCIL

This Policy details the minimum retention time required for Council documents before disposal in order for Mountfield Parish Council to comply with the Freedom of Information Act 2000 Publication Scheme.

Where variable times are indicated, Mountfield Parish Council will review storage after the minimum period has elapsed.

DOCUMENT	MINIMUM PERIOD	REASON
MINUTES <ul style="list-style-type: none"> • Approved Minutes • Draft minutes 	Indefinite Until minutes approved	Archive Management
FINANCE <ul style="list-style-type: none"> • Receipts and payments accounts • Paid invoices • VAT records • Bank statements • Paying in books • Cheque stubs • Scales of fees and charges • Members allowances register 	Indefinite 6 years 6 years Last completed audit year Last completed audit year Last completed audit year 5 years 6 years	Archive VAT VAT Audit Audit Audit Management Tax, Statute of Limitations
PLANNING <ul style="list-style-type: none"> • Permissions • Permissions – on appeal • Permissions – commercial or development • Refusals 	6 years Indefinite Indefinite 2 years	Compliance Precedent Future compliance Appeals
INSURANCE <ul style="list-style-type: none"> • Insurance policies • Certificate of Employer's Liability Insurance 	2 years 40 years	Management Limitation period
OTHER <ul style="list-style-type: none"> • Quotations and tenders • Title deeds, leases, agreements, contracts • Routine correspondence, papers and emails 	12 years/indefinite Indefinite	Statute of Limitations Audit, management Retain as long as useful

DISPOSAL OF DOCUMENTS AND RECORDS

All Mountfield Parish Council documents and records due for disposal will be disposed securely by shredding or burning.