

Arreton Parish Council

Document Retention Policy

1. Introduction

The council recognises the need to retain documentation for audit purposes, staff management, tax liabilities and the eventuality of legal disputes and proceedings. The table identifies when the retention period of records is due to expire and how immediate action will be taken to ensure the disposal of documents is undertaken in a proper and secure manner.

When the information reaches the expiry date for retention, the Council will ensure that all copies of that information are permanently destroyed. Paper copies by shredding, electronic data by electronic erasing and CD / DVD by registered waste disposal operator.

2. Document Retention Table

Document	Minimum Retention Period	Reason
Minutes	Indefinite	Archive
Agendas	6 years	Management
Accident/incident reports	20 years	Potential claims
Scales of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
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	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	VAT

Document	Minimum Retention Period	Reason
Wages books/payroll	12 years	Superannuation
Timesheets	3 years from last completed audit	Audit (requirement) Personal injury (best practice)
Personnel files	6 years after they cease to be employed	Management
Cllr Contact Details and Register of Interests	Term of Office	Management
Insurance policies	6 years	Management
Insurance company names and policy numbers	Indefinite	Management
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management
Title deeds/ leases	Indefinite	Management
For the Burial Grounds Register of burials Register of purchased graves Register of grave spaces Register of memorials Application for interment Application for rights to erect memorials Disposal certificates Copy certificates of grant of exclusive right of burial	Indefinite NOTE: Registers to be archived at The County Records Office once digitisation of the Burial records is completed	Archives Local Authorities Cemeteries Order 1977

Information not contained within the table above will be deleted or disposed of.

Dated: September 2026