

BEEFORD PARISH COUNCIL

Document Retention Policy

Beeford Parish Council requires a wide variety of documents for transacting its business and is committed to retaining these documents in a format and for periods of time that enables the Parish Council to meet its statutory obligations in respect of documents subject to legislation.

Documents and records should be retained until they are no longer needed. The Annex to this policy contains a table containing the appropriate minimum retention periods for the most important documents for audit and other purposes, such as staff management, tax liabilities, and the possibility of legal disputes and legal proceedings. This policy applies to users of Beeford Parish Council information records, both paper and electronic.

Annex A

Document	Minimum retention period	Reason
Signed minutes of council meetings (Hard copy)	Indefinite	Archive
Scale of fees and charges	6 years	Management
Receipt and payment accounts (Hard copy)	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
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
VAT records	6 years	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980
Wages books/Payroll records	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	40 years from date from when insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases,	Indefinite	Audit, Management
Members allowances	6 years	Tax, Limitation Act 1980

Health and Safety		
Accident books	25 years from closure	Management
Equipment Inspection Records	25 years	Management
Premises Inspection records	25 years	Management
Risk assessment	3 years from last assessment	Management
Members		
Register of members interests	18 months after individual ceases to be a member	Management
Miscellaneous		
Complaints	5 years. after closure of case	Management
Press releases	1 years	Management
Public consultation - survey and returns	3 years	Management
Reports, newsletters etc.	Retain as long as useful	Management
Parish Council Newsletter	Own copy as long as wish	Management
Correspondence	6 months	Management
Planning		
Planning applications granted, plans and decision letters	ERYC planning portal	Planning and enforcement
Appeal decision notice	ERYC planning portal	Planning and enforcement
Planning applications refused, plans and decision letters	ERYC planning portal	Planning and enforcement
Structure plans, Local Plans and similar	As long as in force	Management
Documentation for Legal purposes (unless extended)		
Negligence	6 years.	Limitation Act 1980
Defamation	1 year.	Limitation Act 1980
Contract	6 years.	Limitation Act 1980
Sums recoverable	6 years.	Limitation Act 1980
Leases	12 years.	Limitation Act 1980
Personal injury	3 years.	Limitation Act 1980
To recover land	12 years.	Limitation Act 1980
Rent	6 years.	Limitation Act 1980
Breach of Trust	None	Limitation Act 1980

Adopted by Beeford Parish Council on 6 October 2025