

GAMLINGAY PARISH COUNCIL

RETENTION OF DOCUMENTS

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Legal documents		
Minute books/burial records/allotment plans and records	Indefinite. Transfer to CAS after 6 years or when they become inactive.	Archive
Deeds/leases	While Council owns property/land and correspondence relating to.	Management
Financial		
Pension/salary payment details	If Pension paid - Two years after former employee has died. Otherwise 6 yrs	Pension
Paid Invoices/petty cash/hall hire receipts etc	6 yrs	Audit
Annual return/statement of accounts/I and E account	Indefinite. Background papers 6 yrs.	Audit
Insurance documents/certificates	21 years 40 years employers liability	Management/Employers liability act/Regs
Scales of fees and charges	Until superseded by new charges	Management
Quotations	5 years (unsuccessful) 12 years (successful)	Statute of Limitations
Planning Applications		
As consultee	No legal requirement. 2/3 yrs suggested. Councils own planning applications/permissions – indefinite.	Ease of reference – longer if controversial.
Contract documents/receipts		
	Sensible to keep 6 years after end of contract term	Management
Handwritten notes from meetings/audio/video recordings	Keep until minutes are written then destroy	
Computer Hard drive		
	At end of equipment's useful life, decide whether to transfer info or destroy hard drive.	Security
Other material		
	Keep anything of a historical/controversial nature – local library may keep. Review every two years.	Ease of reference/interest

Updated 17-06-19