

CONDOVER PARISH COUNCIL'S RETENTION POLICY FOR RECORDS & DOCUMENTS

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
▪ Minute books	Clerk to hold 10yrs; remainder to archive	*Archive at Shropshire Archives in bound format.
▪ Scales of fees	5 years	Management
▪ Receipt and payment account(s)	Clerk to hold 6 years	*Archive at Shropshire Archives
▪ Receipts	6 years	VAT
▪ Bank & Savings statements,	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	6 years	Tax, VAT, Limitation Act 1980
▪ Timesheets	Last completed audit year	Audit
▪ Wages books	12 years	Superannuation/ * Archive
▪ Insurance policies	3 years While valid	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/ *Archive <i>(Note they are also available from insurer)</i>
▪ Investments	Indefinite	Audit, Management; *Archive
▪ Title deeds, leases, agreements, contracts	Indefinite	Audit, Management; * Archive
▪ Members allowances & Gifts register	6 years	Tax, Limitation Act 1980 (as amended)

*Documents of local and or historical importance, if not retained and stored by a local council, by the provisions of s.227 of 1972 Act, should be offered first to the county record office i.e. Shropshire Archives. It is the Parish Council's policy to bind hard copy minutes of its meetings for this purpose.

Planning papers – The Parish Council is reliant on Shropshire Council's Planning System therefore it sign posts its parishioners to the same system. A copy of Shropshire Council's Core Strategy Deposit Plan is accessible via their website.