

Brettenham and Kilverstone Parish Council

26 Arlington Way, Thetford, IP24 2DZ

May 2019

Appendix A: List of Documents for Retention or Disposal

Document (if held)	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Cabinet/Laptop	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Norfolk Record Office.
Agendas	5 years	Management	Laptop	Confidential Waste
Accident/incident reports	20 years	Potential claims	N/A	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	6 years	Management	N/A	Confidential Waste
Receipt and payment accounts	Indefinite	Archive	Cabinet	N/A

Receipt books of all kinds	6 years	VAT	Cabinet	Shredded
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Cabinet	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Cabinet	Confidential waste
Cheque Book Stubs	Last completed audit year	Audit	Cabinet	Confidential waste
Quotations and tenders	6 Years	Limitation Act 1980 (as amended)	Cabinet	Confidential Waste
Paid Invoices	6 years	VAT	Cabinet	Confidential Waste
Paid Cheques	6 years	Limitation Act 1980 (as amended)	Cabinet	Confidential Waste
VAT Records	6 years	VAT	Cabinet	Confidential Waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	N/A	
Timesheets	Last completed audit year	Audit	Cabinet	Confidential Waste
Wages books	12 years	Superannuation	N/A	Confidential Waste
Insurance policies	While Valid	Management	Cabinet	Confidential Waste
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	Displayed	Confidential Waste
Investments	Indefinite	Audit, Management	?	
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	?	
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)	N/A	