



Stapleford Abbots Parish Council

RETENTION POLICY

Version: 1.2

June 2022

A Scope

This policy applies to the Stapleford Abbots Parish Council. Where the term ‘staff’ is used, this includes any staff (paid and voluntary) working for the Council. This policy is aimed at all Councillors and staff working for Stapleford Abbots Parish Council.

B Confidential Notice & Intellectual Property

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C Document Details

Policy	<i>Retention Policy</i>
Policy Statement	<i>This document sets out a Retention Policy for use by Stapleford Abbots PC</i>
Version Number	<i>1.2</i>
Version Date	<i>05/2022</i>
Review Date	<i>01/04/2023</i>
Author	<i>J Jackson</i>
Responsible Owner	<i>Stapleford Abbots Parish Council</i>
Approving Body	<i>Stapleford Abbots Parish Council</i>

D Revision History

Version	Revision Date	Details of Changes	Author
1.1	01/06/2021	Current version	J Jackson
1.1	01/06/2022	Current version	J Jackson

E Freedom of Information

If requested, this document may be made available to the public and persons outside the Council as part of Stapleford Abbotts Parish Council's commitment to transparency and compliance with the Freedom of Information Act.

F Accessibility

This document can be made available in other styles, formats, sizes, languages and media in order to enable anyone who is interested in its content to have the opportunity to read and understand it. Any such requests should be made to the Clerk.

G Dissemination

This policy will be disseminated to all staff. All staff will have to read this policy at publication and every time there is an update or change to the policy. The Stapleford Abbotts Parish Councillors will have the overall responsibility for implementing the policy.

H Review

This policy will be reviewed every year or when new evidence, policy or guidelines come to light necessitating an update / change. The policy review and update will be the responsibility of the Stapleford Abbotts Parish Council.

The minimum Retention Policy Period is based on guidance from the EALC.

Item		Minimum Retention Period	Reason from EALC
Agenda Council Meetings	√	2 Years	Audit
Agenda-Non Council Meetings		3 Years	Audit
Asset Register		Indefinite	Audit
Bank Statements	√	6 Years	Statue of Limitation
Bank Paying books		6 Years	
Cheque Book Stubs		6 Years	
Cheque Paid	√		
Surveys	√	3 years results only	VAT
Grant Applications by S.A.P.C	√	6 Years	Audit, Management
Grant Applications to S.A.P.C	√	6 Years	Management
Invoices Paid		6 Years	
Investments	√	Indefinite	Tax, Statute of Limitation
Insurance Policies SAPC	√	6 Years	
Letters – general correspondence	√	3 Years	
Members Allowance Register	√	6 Years	
Declaration of Office	√	Indefinite	
Members Allowance Register		6 Years	
Members Declaration of Interest		Indefinite	
Minutes & Minute Book	√	Indefinite	
Minutes/notes handwritten (includes notes by members)	√	Until Minutes agreed	TAX, VAT, SOL Statute of Limitation
Planning Application	√		
Postage	√	At least 5 years	
Quotations & Tenders-Successful		6 years	Public Liability
Quotations & Tenders-UnSuccessful		12	
Risk Assessments	√	years/indenfinite	Audit & Working Time
Standing Orders	√	Life of Tender	Regs
Timesheets (Clerk)	√		Audit Management
Title Deeds, Leases, Agreements, Contracts	√	25 years	
VAT Records	√	2 Years	
	√	Indefinite	VAT
	√	6 Years	
	√		