

SHERBURN PARISH COUNCIL.

DOCUMENT RETENTION POLICY.

Sherburn Parish Council will retain important documents for the minimum periods in the table listed below. If held, documents may be made available in response to a Freedom of information request in accordance with the requirements of the Council's Freedom of Information Publication Scheme.

Administering the retention of documents is the responsibility of the Clerk to the Council.

Documents	Minimum retention period	Reason
Minutes	Indefinite	Archive
Receipt and payment ledger	Indefinite	Archive
Bank statements	6 complete financial years	VAT
Cheque book stubs	6 complete financial years	VAT
Paid invoices	6 complete financial years	VAT
VAT records	6 complete financial years	VAT
Insurance policies	While valid	Management
Title deeds ,leases, agreements Contracts.	Indefinite	Audit and management
Declarations of Acceptance of Office	Term of office + 1yr.	
Planning applications and all associated documents where planning is granted	Decision notices until expiry Of consent (usually 3yrs) All others 1 yr.	Management
Planning applications and all documentation where planning is refused	Until the period which an appeal can be made has expired	Management
Magazines, journals consultations and general information	As long as they are relevant and useful.	Management
Routine correspondence and e mails	3 months depending on content	Management

Adopted by the Council October 26th 2009.