

Sherburn Parish Council

Document Retention Policy

The 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	Maximum Retention Period	Reason
Minutes	Indefinite	Archive
Receipts & 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 and Contracts	Indefinite	Audit And Management
Declarations Of Acceptance Of Office	Term Of Office plus 1 year	
Planning Applications And All Associated Documents	Online with Ryedale District Council	
Routine Correspondence And Emails	3 Months – Depending On Content	Management

Adopted By Sherburn Parish Council 26th October 2009