

MELTON PARISH COUNCIL

Retention of Documents and Records

This policy details the minimum retention time required for council documents before disposal in order for the Council to comply with the Freedom of Information Act 2000 Publication Scheme. Where variable times are indicated the Council will review storage after the minimum period has elapsed.

Document	Minimum Period	Reason
MINUTES		
Approved minutes Full Council meetings	10 years [then archive]	Archive
Approved minutes Committee meetings	3 years	Management
Draft/rough/notes of minutes taken at meetings/ supporting papers	3 years	Management
FINANCE		
Published Accounts Paid invoices VAT records Bank Statements Paying in books Cheque stubs Scales of fees and charges	Indefinite 6 years 6 years Last completed audit year Last completed audit year Last completed audit year 5 years	Archive VAT VAT Audit Audit Audit Management
Members allowances	6 years	Tax, Statute of Limitations
register		
PLANNING Permissions Permissions - on appeal Permissions - commercial or large developments	6 years Indefinite Indefinite	Compliance Precedent Future compliance
Refusals	6 years	Appeals / new applications
INSURANCE		
Insurance policies	2 years	Management

Liability Insurance	40 years	Limitation period
OTHER		
Quotations and tenders	12 years /indefinite	Statute of Limitations
Title deeds, leases,	Indefinite	Audit, Management
agreements, contracts		
Routine correspondence,	Retain as long as useful	Management
papers & emails		
Consultations	6 years	Management

Adopted by Melton Parish Council 06/02/2019

Document Amendment History

Revision No.	Originator of change	Date of change	Change Description