



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	Indefinite	Archive
Paid invoices	6 years	VAT
VAT records	6 years	VAT
Bank Statements	Last completed audit year	Audit
Paying in books	Last completed audit year	Audit
Cheque stubs	Last completed audit year	Audit
Scales of fees and charges	5 years	Management
Members allowances register	6 years	Tax, Statute of Limitations
PLANNING		
Permissions	6 years	Compliance
Permissions - on appeal	Indefinite	Precedent
Permissions - commercial or large developments	Indefinite	Future compliance
Refusals	6 years	Appeals / new applications
INSURANCE		
Insurance policies	2 years	Management

