**SEA PALLING AND WAXHAM PARISH COUNCIL**

**Document Management Schedule**

ADOPTED AUGUST 2019

**SEA PALLING AND WAXHAM PARISH COUNCIL**

**Document Management Schedule**

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| **Document** | **Minimum retention period** | Explanation |
| Minute Books | Indefinite | Archive (NRO) after binding minute book  Electronic copy (Clerk) |
| Scales of fees and charges | 6 years | Management purposes |
| Receipt & Payment (or Income & Expenditure) Accounts  Annual Returns year end bank reconciliation | Indefinite | Hard Copy  Archive (NRO)  Electronic copy (Clerk) |
| Receipt books of all kinds | 6 years | VAT |
| Bank statements, including deposit/savings account, other investments | 6years | Audit and management |
| Bank paying-in books | 6 years | Audit and management |
| Cheque book stubs | 6 years | Audit and management |
| Quotations and tenders | 12 years | Statute of Limitations |
| VAT Invoices | 6 years | VAT |
| VAT Records | 6 years | VAT |
| Petty cash, postage and telephone books | 6 years | Audit, management, tax, VAT |
| EU funded projects accounts | 13 Years | EU laws |
| Timesheets | Last completed audit year | Audit |
| Wages books | 12 years | Superannuation |
| Insurance polices  Employers Liab. Certificates | While valid  20 years | Management |
| Title deeds, leases, agreements, contracts | Indefinite | Audit, Management |
| Members allowance register  (if applicable) | 6 years | Tax |
| For halls, centres and Recreation grounds - Application to hire - Lettings diaries - Copies of bills to hirers - Record of tickets issued | 6 years | VAT |
| For allotments Register and plans | Indefinite | Audit, Management  NRO (after 5 years) |
| For burial grounds - Register of fees collected - Register of burials - Register of purchased graves - Register/plan of grave spaces - Register of memorials - Applications for internment - Applications for right to erect       memorials - Disposal certificates - Copy certificates of grant of      exclusive right of burial. | Indefinite | Archives Cemeteries orders Cremations regulations  (to be retained by the Clerk) |

**Destruction of Records**

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| --- | --- | --- | --- |
| Record Name |  | Destruction date | Notes |
| Planning Applications |  | Following receipt of DC decision | Available on line from DC |
| Publicity and Advertising Leaflets |  | Following Parish Council meeting | But still detailed on correspondence list for relevant council meeting. Correspondence list is annexed to council minutes. |
| Notes taken by Clerk and members from meetings |  | After meeting following when minutes have been agreed |  |
| Notes taken at a job interview |  | After 6 months | In case a candidate claims discrimination |
| Personnel and Confidential records |  | After 6 months | Following resignation |
| Electoral role |  | After revised role has been received | Confidential item |
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