Appendix 1

Retention of Documents by Lessingham Parish Council

SR – Statutory Requirement, AR – Audit Requirement, BP – Best Practice,
Red – Must have, Black– Good to have
NRO – Norfolk Records Office

Document Status	Minimum retention period	Explanation
Minute Books (SR)	Indefinite	Archive (NRO) Electronic copy (Clerk) Website (2 years)
Scales of fees and charges (Allotment, cemetery, markets, etc) (AR)	7 years	Audit and management
Receipt & Payment (or Income & Expenditure) Accounts Annual Returns, year-end bank reconciliation (SR/AR)	7 years	Hard Copy Archive (NRO) Electronic copy (Clerk) Website (5 years)
Receipt books of all kinds (SR)	7 years	Audit and management
Bank statements (AR)	7 years	Audit and management
Bank paying-in books (AR/SR)	7 years	Audit and management
Cheque book stubs (AR/SR)	7 years	Audit and management
Quotations and tenders (AR/SR)	12 years	Statute of Limitations
VAT Invoices / Records (AR/SR)	7 years	VAT
Petty cash, postage and telephone books (AR/SR)	7 years	Audit and management
Timesheets (AR) Sickness / Holiday record (BP)	Last completed audit year	Audit, personnel
Payroll / Tax Codes (SR/AR)	7 years	Audit, HMRC
Written Statement of Particulars (SR) Job Description (SR)	During Employment Further 6 months	Model document available
Completed Job Application forms (BP)	6 months advisory	Post interview queries
Insurance policies (AR) Employers Liability Certificates (SR/AR)	7 years 40 years	Audit and management
Title deeds, leases, agreements, contracts (SR/AR) Incl. Charter Deeds for a Market	Indefinite	Audit and management & Historical
Members allowance register- where applicable (SR/AR)	7 years	HMRC Tax

Document Status	Minimum retention period	Explanation
For halls, centres and recreation grounds and other income such as grazing licences, moorings, car park receipts (AR) - Application to hire - Lettings diaries - Copies of bills to hirers / details of income - Inspections incl. Professional Inspections - Contractors Public Liability Certificates	 6 months 7 years 20 years 20 years	 Audit and management VAT Insurance purposes (must be retained in the event of any public liability claims being made)
Allotment Tenancy Agreements (SR)	Length of tenancy plus 12 months	Audit and management
For burial grounds (SR) - 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 - Rules and Regulations	 Indefinite	 Cemeteries Orders Cremations Regulations (to be retained by the Clerk)
For Markets - Rules and Regulations (AR) - Price list for Traders(AR) - Casual Stall fees list (AR) - Market Policy (BP)	 7 years Retain current document	 Audit and management

Policy and Procedural Documents - Retain until reviewed/renewed

Action Plan (BP)
Allotment Policy (BP)
Asset Register (AR/SR)
Code of Conduct (SR)
Committee Terms of Reference (SR)
Complaints Policy (BP)
Data Protection Policy (SR)
Emergency Plan (BP)
Equality Policy (SR)
Expenses Policy (BP)
Financial Regulations (SR)
Grant Awarding Policy (BP)
Grievance and Disciplinary Policy (SR)
Health & Safety Policy (BP or SR for 5 or more employees)
Insurance Policy (SR)
Interests Forms (SR)
Lone Workers Policy (BP)
Members Allowance Policy (BP)
Openness Policy or Statement (SR)
Pension Policy (SR)
Planning Policy (BP)
Privacy Statements (where required) (SR)
Record of Borrowings (AR)
Recruitment Policy (BP)
Risk Management Policy/Schedule (SR/AR)
Standing Orders (AR/BP)
Training & Development Policy (BP)