

## IRON ACTON PARISH COUNCIL RETENTION OF RECORDS AND DOCUMENTS POLICY

Iron Acton Parish Council records and documents shall be retained as follows:

Nature of Document	Retention Period	Reason for Retention
Minute Books	Indefinite	Archive
Scales of Fees & Charges	5 years	Management
Income & Expenditure accounts	Indefinite	Archive
Receipt Books	6 years	VAT
Bank Statements	6 years	Audit
Bank Paying-In Books	6 years	Audit
Cheque Book Stubs	6 years	Audit
Quotes/Tenders	12 years	Audit
Paid Invoices	6 years	Audit
VAT Returns	6 years	Audit
Insurance Policies	Current	Management
Title Deeds/Legal Documents	Indefinite	Management & Archive
Allotments	Indefinite	Management & Audit
Burial Ground Records	Indefinite	Archive, Regulations & Audit
Timesheets	Last audit year	Audit
PAYE Records	12 years	Audit

Approved: 22/03/2016

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