

**BLETCHINGLEY PARISH COUNCIL
DOCUMENT/E-MAIL RETENTION POLICY**

RECORD	MINIMUM RETENTION PERIOD
Administration	
Signed Minutes of Council Meetings	Indefinite
Reports & other documents circulated with agendas not attached to signed Minutes	Indefinite
Agendas	Indefinite
Councillors' Declarations of Office	Term of office plus two years
Correspondence and papers on important local issues or activities	Indefinite
Quotations & tenders for major works	6 years
Quotations & tenders for minor works	6 years
Routine correspondence, papers & e-mails	Retain as long as useful
Personnel and PAYE records	6 years after ceasing employment
Health & Safety records	3 years
Planning applications & related papers	Retain until appeal period has expired
Employers Liability Insurance Certificate	Retain certificate for 40 years
Insurance policies and correspondence claims	3 years after lapse
Finance	
Report and Accounts and related paperwork	Keep for 10 years
Bank Statements	6 years
Bank paying-in book & cheque book	6 years
Paid invoices	6 years
VAT records	6 years
Miscellaneous	
Reports, guides, handbooks etc received from other bodies	Retain as long as useful
This document will be reviewed on a yearly basis along with Standing Orders and Appendices	
Approved by	
Chairman:	
Clerk:	
Date:	