

# UPHAM PARISH COUNCIL

## RETENTION OF DOCUMENTS AND RECORDS POLICY

Under the Freedom of Information Act 2000, Upham Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule sets out the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use to Upham Parish Council.

The schedule below shows how Upham Parish Council retain their records for audit.

<b>Document</b>	<b>Minimum retention period</b>	<b>Reason for retention</b>
Signed Minutes of Council Meetings (hard copy)	Indefinite	Archived with Hampshire Records Office after 2 years
Scale of fees and charges	6 years	Management
Receipt and payment accounts (hard copy)	Indefinite	Archived
Receipt books	6 years	Audit
Invoice books	6 years	Audit
Bank statement of all bank accounts	Last completed Audit year	Audit
Bank paying-in books	Last completed Audit year	Audit
Cheque book stubs	Last completed Audit year	Audit
Quotations and tenders	6 years	Management
Paid invoices	6 years	VAT/Audit
VAT records	6 years	VAT/Audit
Payroll records	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	40 years from date from when insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI.2753), Management
Investments	Indefinite	Audit/Management
Title Deeds, Leases, Agreements, Contracts	Indefinite	Audit/Management
Planning Applications	Until considered by Council. All Applications are held on-line by WCC or HCC	Planning and enforcement
Public Consultation surveys	Retain as long as useful or consultation completed	Management

PLEASE NOTE: Documents are stored in the Clerk's Office or in the County Archives at Winchester.