

SAMPFORD COURTENAY PARISH COUNCIL - DOCUMENT RETENTION.

There is a clear need to retain documentation for audit purposes, staff management, tax liabilities and the eventuality of legal disputes and legal proceedings.

Category	Purpose	Where	Shared Externally	Retention period
Minute Books	Archive	Paper & on Website	Y-on website & notices.	Indefinitely.
Receipt & Account Books	Audit & financial accountability	Paper & on Website	Y-with councillors, auditors, public on website.	6 Years.
Bank Statements	Audit & financial accountability	Paper	N-	Last completed audit year.
Cheque book stubs	Audit & financial accountability	Securely stored by Clerk	Y- with councillors	Last completed audit year.
Quotations & Tenders.	Audit & financial accountability	Securely stored by Clerk	Y- with councillors	6 Years.
Paid Invoices	Audit & financial accountability	Securely stored by Clerk	Y- with councillors	6 Years.
Wage records	Audit & financial accountability	Securely stored by Clerk	Y- with councillors	12 Years
Title Deeds, leases, agreements, contracts.	Audit, Management.	Securely stored by Clerk	Y- with councillors	Indefinitely.
Planning Papers	Council can check that development proceeds in accordance with permission.	Securely stored by Clerk	Y - on WDBC Website	Until development has been completed.

Insurance Policies	Kept as long as a claim can be made on them.	Securely stored by Clerk	N-	Normally retained for 1 year until renewed. Employers Liability should be retained for 40 years.
Information from other bodies	Circulars etc from DALC/NALC		Y- with councillors	As long as relevant & useful.
Magazines, journals etc	Local government news journals & articles		Y- with councillors	As long as relevant & useful.
Local, historic information.	Records of local interest.		Y - on website	Indefinitely or passed to County Record Office

