

CHARLCOMBE PARISH COUNCIL RECORDS MANAGEMENT POLICY

(based on the recommendations of the Audit Commission for audit purposes)

Retention of Documents

Document	Minimum Retention Period	Reason for Retention
Minute books	Indefinite	Archive/public inspection
Title deeds, lease agreements, contracts	Indefinite	Audit/management
Investments	Indefinite	Audit/management
Register of members allowances	6 years	Income Tax, Limitation Act
Scale of fees/charges	5 years	Management
Receipt/payment accounts	Indefinite	Archive
Receipt books	6 years	VAT
Bank statements	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations/tenders	12 years	Limitation Act
Paid Invoices	6 years	VAT
Paid cheques	6 Years	Limitation Act
VAT records	6 years	VAT
Petty cash/postage books	6 years	Tax, VAT, Limitation Act
Timesheets	Last completed audit year	Audit
Wages Books	12 years	Superannuation
Insurance Policies	Whilst valid	Management
Electoral Roll	Whilst current	Management

Planning Documents

Copies of the B&NES Placemaking Plan and other statutory planning regulations are available on the B&NES website. The Parish Council will retain copies as appropriate for its own use.

Copies of Planning Applications will be retained until the application has been determined. Where an application goes to appeal, the Parish Council may retain the relevant papers until the appeal has been completed, noting that a master copy of plans, papers and correspondence remain available on the B&NES Planning Website for a number of years. For each planning application within the Parish, the Parish Council will retain a copy of the comments which it submitted and a copy of the decision notice for a minimum of 5 years.

Correspondence

Correspondence on audit and financial matters will be kept for 6 years.
Correspondence on planning matters will be kept until the planning application has been determined or an appeal completed. Correspondence on other matters shall be

retained only as long as is absolutely necessary and shall in any event be deleted or destroyed by shredding after a period not exceeding two years following the resolution of the complaint or enquiry, unless it is considered likely that the matter may be referred to again.