

Wixams Parish Council - Document Retention Policy

Type of Record/Document	Period of Retention
Minutes and agendas	Indefinite
Contracts, quotations, tenders	Up to 7 years
Receipt/payment accounts	Up to 7 years
Bank statements, paying in books, cheque book stubs	Up to 7 years
Paid invoices	Up to 7 years
Paid cheques	Up to 7 years
VAT records	Up to 7 years
Salary records	Up to 7 years
Tax & NI records	Up to 7 years
Assets register	Indefinite
Insurance policies	Up to 7 years
Planning applications and associated correspondence	Plans usually until each Planning Committee meeting. Record of decision: indefinite
Correspondence and other documents on files	3 years or until the matter is closed (whichever is later)
Annual Accounts	Indefinite
Annual Return	Indefinite
Allotment Tenant contact details	Within one year of termination of tenancy
Grant applicant contact and bank details	Up to 7 years