

**BREADSALL PARISH COUNCIL  
KEEPING OF DOCUMENTS POLICY**

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Minute Books/Registers/Annual Audit Returns	Indefinite	Archive
Scales of Fees and Charges	6 years	Management
Receipt and Payment Account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank Statements, including deposit/savings accounts	6 years	Audit
Bank Paying-in Books	6 years	Audit
Cheque Book Stubs	6 years	Audit
Quotations and Tenders	12 years/indefinite	Statute of Limitations
Paid Invoices	6 years	VAT
Paid Cheques	6 years	Statute of Limitations
VAT Records	6 years	VAT
Petty Cash, Postage and Telephone Books	6 years	Tax, VAT, Statute of Limitations
Timesheets	Last completed Audit Year	Audit
Wages Books	12 Years	Superannuation
Insurance Policies	While Valid	Management
Investments	Indefinite	Audit, Management
Title Deeds, Leases, Agreements, Contracts	Indefinite	Audit, Management
Members' Allowances Register	6 years	Tax, Statute of Limitations
Halls, Centre, Recreation Grounds: <ul style="list-style-type: none"> <li>❖ Applications to Hire</li> <li>❖ Lettings Diaries</li> <li>❖ Copies of Bills to Hirers</li> <li>❖ Records of Tickets Issued</li> </ul>	6 years	VAT
❖		

## NOTE: PLANNING APPLICATIONS

It is recommended that Planning Applications received for comment be disposed of after approval has been given by the Planning Authority – unless a specific reason exists ie controversial local issue etc. Refused Planning Applications should be retained at the discretion of the Clerk (and only for two years). All planning application matters which follow should be referred to the Planning Authority concerned.