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| A drawing of a house  Description automatically generated with low confidence | **Data Retention Policy** | |
| **Policy Approved** | 1 Nov 2022 |
| **Review Body** | Full Council |
| **Review Period** | Every 3 Years |
| **Next Review** | November 2025 |
| Signed:  Chairman, Cllr John last BEM | | |

Subject to any statutory or regulatory provision or advice from National or County associations (including that resulting from case law), the Town Council’s policy for retaining data is as follows (in accordance with NALC guidelines at the time of coming into force):

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| **DOCUMENT** | **MINIMUM RETENTION PERIOD** | **REASON** |
| Minute books | Indefinite | Archive |
| Scales of fees and charges | 5 years 6 years | Management |
| Receipt and payment account(s) | Indefinite | Archive |
| Receipt books of all kinds | 6 years | VAT |
| Bank statements, including deposit/savings 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 | Limitation Act 1980 (as amended) |
| Paid invoices | 6 years | VAT |
| Paid cheques | 6 years | Limitation Act 1980 (as amended) |
| VAT records | 6 years | VAT |
| Petty cash, postage and telephone books | 6 years | Tax, VAT, Limitation Act 1980 (as amended) |
| Timesheets | Last completed audit year  Best Practice 3 years (Personal Injury) | Audit |
| Wages books | 12 years | Superannuation |
| Insurance policies | While valid | Management |
| **DOCUMENT** | **MINIMUM RETENTION PERIOD** | **REASON** |
| Certificates for Insurance against liability for employees | 40 years from date on which insurance commenced or was renewed | The Employers’ Liability  (Compulsory Insurance) Regulations 1998 (SI. 2753), Management. |
| Title deeds, leases, agreements, contracts | Indefinite | Audit, Management |
| Members allowances register | 6 years | Tax, Limitation Act 1980 (as amended) |
| **Halls, Centres, Recreation Grounds** | | |
| Application to hire  Lettings diaries  Copies of bills to hirers  Record of tickets issued | 6 years | VAT |
| **Allotments** | | |
| Register and plans | Indefinite | Audit, Management |