

Retention of Documents and Records Policy

UFFORD PARISH COUNCIL

Judi Hallett
CLERK, UFFORD PARISH COUNCIL

This policy details the minimum retention time required for Council documents before disposal, in order for the Council to comply with the Freedom of Information Act 2000 Publication Scheme. Where variable times are indicated the Council will review storage after the minimum period has elapsed.

Document	Minimum Period	Reason
MINUTES		
Approved minutes	Indefinite	Archive
Draft/rough/notes of minutes taken at meetings	Until minutes are approved	Management
FINANCE		
Receipt and Payment Accounts	8 Years	Archive
Paid invoices	8 Years	VAT
VAT records	8 Years	VAT
Bank Statements	8 Years	Audit
Paying in books	8 Years	Audit
Cheque stubs	8 Years	Audit
Scales of fees and charges	8 Years	Management
Members allowances register	8 Years	Tax, Statute of Limitations
PLANNING		
Permissions	6 years	Compliance
Permissions - on appeal	Indefinite	Precedent
Permissions - commercial or development	Indefinite	Future compliance
Refusals	2 years	Appeals
INSURANCE		
Insurance policies	40 years	Limitation period
Certificates of Employers' Liability Insurance	40 years	Limitation period

Document	Minimum Period	Reason
OTHER		
Quotations and tenders	12 years /indefinite	Statute of Limitations
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Routine correspondence, papers & emails		Retain as long as useful
Notes from meetings	Until minutes are confirmed	Minutes are signed

Adopted by the Parish Council at a meeting on: *20th January 2026*

Signed:

J Hallett

Mrs Judi Hallett
Clerk

D Findley

Cllr. David Findley
Chair