

WENDENS AMBO PARISH COUNCIL

Document	Minimum retention period	Reason
Minute books (Note 1)	Indefinite (To be kept in the locked filing cabinet for 7 years then to ERO)	Archive
Accounts and end of year finance records (Note 1)	Indefinite (To be kept in the locked filing cabinet for 7 years then to ERO)	Archive
Receipt books of all kinds	6-year financial years	VAT
Paid invoices	6 financial years	VAT
Paid cheques	6 financial years	Limitation Act 1980 (as amended)
Quotations and tenders	6 financial years	Limitation Act 1980 (as amended)
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
VAT records	6 financial years	VAT
Petty cash, postage, and telephone books	6 financial years	Tax, VAT, and Limitation Act 1980 (as amended)
Insurance policies	As long as it is possible for a claim to be made under it. (Note 2)	Management and legal proceedings
Insurance certificates and policy numbers (Note 4)	Indefinite (To be kept in the filing cabinet)	Future claims Investments Indefinite
Certificates for Insurance against liability for employees	Indefinite (To be kept in the locked filing cabinet for 6 years then to ERO)	Future claims Investments Indefinite
Investments	Indefinite	Audit and management
Title deeds, leases, agreements, contracts	Indefinite (To be kept in the locked filing cabinet.)	Audit and management
Planning items	Until the matter is completed -Note 3	Archive and future proceedings
Correspondence	3 years or longer if still relevant	Archive

Note 1:

All records after 2020-2021 to be kept electronically if available in that form.

Note 2:

Insurance policies - insurance policies and significant correspondence should be kept for as long as it is possible for a claim to be made under the policy. Irrespective of how long policies and correspondence are retained, the recommendation is that councils ensure that they keep a permanent record of insurance company names and policy numbers for all insured risks.

Note 3: where a major planning matter is likely to be raised again documents and accompanying correspondence to be kept in the locked filing cabinet.