



FRAMLINGHAM TOWN COUNCIL
RETENTION OF DOCUMENTS POLICY

The Town Council is statutorily required to make adequate provision for the preservation of documents, books and papers belonging to the parish under the Local Government Act 1972.

Town Council documents are reviewed annually and anything that is no longer of use or value is destroyed. However, if there is any doubt advice will be sought from the Suffolk Association of Local Councils and documents will be retained until that advice is received. Documents of historical importance, if not retained by the Town Council, shall be offered first to the County Records Office.

This Policy should be read in conjunction with the NALC Legal Topic Note 40 'Local Councils' Documents and Records'

Emails will be deleted after a period of 3 years

Electronic copies of planning applications will be kept for 2 years unless there is an appeal pending or large development/historical plan which may be of future interest.

RETENTION PERIODS FOR DOCUMENTS:

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Minute Books	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipts and Payments accounts	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	Tax, VAT, 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	Audit
Wages books	12 years	Superannuation
Insurance Policies	While valid	Management
Certificate of Insurance against liability for employees	40 years from date on which insurance commenced and was renewed	The Employers' Liability (Compulsory insurance) Regulations 1998 (S1. 2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members Allowance Register	6 years	Tax, Limitation Act 1980 (as amended)
For Halls, Centre, Recreation Grounds: Application to hire Lettings diaries Copies of bills to hirers Record of tickets issued	6 years	VAT
For Allotments: Register and plans	Indefinite	Audit, Management
For Burial Grounds: Register of fees collected Register of Burials Register of purchased graves Register/plan of grave spaces Register of memorials Applications for interment Applications for right to erect memorials Disposal certificates Copy certificates of grant of exclusive right of burial	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (S1.204)