

Fincham Parish Council

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Retention of Documents and Records

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.

Approved minutes Draft/rough/notes of minutes taken at meetings FINANCE Receipt and Payment Accounts Paid invoices 6 years VAT records 6 years VAT records Bank Statements Last completed audit year Paying in books Cheque stubs Last completed audit year Cheque stubs Last completed audit year Management Scales of fees and charges Members allowances register Funance PLANNING Permissions Permissions Permissions Permissions Permissions Pormmercial or development Refusals Indefinite	Document	Minimum Period	Reason
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PLANNING Permissions 6 years Compliance Permissions - on appeal Indefinite Precedent Permissions - commercial or Indefinite Future compliance development Refusals 2 years Appeals INSURANCE Insurance policies 2 years Management Certificates of Employers' 40 years Limitation period Liability Insurance OTHER Quotations and tenders 12 years /indefinite Statute of Limitations Title deeds, leases, Indefinite Audit, Management agreements, contracts Routine correspondence, papers & emails Retain as long as useful	Receipt and Payment Accounts Paid invoices VAT records Bank Statements Paying in books Cheque stubs Scales of fees and charges	6 years 6 years Last completed audit year Last completed audit year Last completed audit year 5 years	VAT VAT Audit Audit Audit Management
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Quotations and tenders 12 years /indefinite Statute of Limitations Title deeds, leases, Indefinite Audit, Management agreements, contracts Routine correspondence, papers & emails Retain as long as useful	Insurance policies Certificates of Employers'	•	_
	Quotations and tenders Title deeds, leases, agreements, contracts Routine correspondence, papers 8	Indefinite & emails	Audit, Management Retain as long as useful