



FROM THE OFFICE OF THE CLERK TO
Exning Parish Council
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Retention of Documents and Records Policy

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 to ensure compliance with General Data Protection Regulations.

Document	Minimum Period	Reason
<u>MINUTES</u> Approved minutes Draft/rough/notes of minutes taken at meetings	Indefinite Until minutes are approved	Archive Management
<u>FINANCE</u> Receipt & Payment Accounts Paid invoices VAT records Bank Statements Paying-in books Cheque stubs Scales of fees & charges	Indefinite 6 years 6 years Last completed audit year Last completed audit year Last completed audit year 5 years	Archive VAT VAT Audit Audit Audit Management
<u>INSURANCE</u> Insurance policies Certificates of Employers' Liability Insurance	2 years 40 years	Management Statute of Limitation period
<u>OTHER</u> Quotations & tenders Title deeds, leases, agreements, contracts Routine correspondence, papers & emails Burial records, deeds & correspondence Play Area Safety Checklists	12 years / indefinite Indefinite As long as necessary Indefinite Indefinite	Statute of Limitations Audit / Management To correspond as necessary Archive / Management Health & Safety

Documents are stored in the Clerk's home office. General documentation is stored in a lockable metal filing cabinet. Title deeds, leases and council minutes are stored in a fireproof, lockable safety box. All keys are kept in a key-safe which is accessed via a numerical passcode.

Approved & Adopted: 24th June 2020