



## Retention and Disposal Policy

Document	Retention Period	Reason for retention period
Minute Books	Indefinite	Archive
Scale of fees and charges	5 years	Management
Income and expenditure accounts	Indefinite	Archive
Receipt books	6 years	VAT
Bank statements, including deposit and savings accounts	Last completed Audit year	Audit
Bank paying in books	Last completed Audit year	Audit
Cheque Book stubs	Last completed Audit year	Audit
Unsuccessful Quotation and tenders	6 years	Statute of Limitations
Successful Quotation and tenders	15 years after the contract has ended	Statute of Limitations
VAT invoices	6 years	VAT
Paid cheques	6 years	Statute of limitations
VAT records	6 years	VAT
Petty cash, postage and telephone books	6 years	VAT
Timesheets	Last completed Audit year	Audit
Wages slips	12 years	Superannuation
Insurance policies	25 years	to coincide with any possible claim under Statute of Limitations
Investments	Indefinite	Audit/management
Title deeds, leases, and contracts	15 years after disposal, termination or contract end	Audit
Members Allowance Forms/register	6 years	Tax, Statute of Limitations
<b>Chapel/Open Spaces</b> lettings diary receipts invoices emails confirming bookings	6 years	VAT



Document	Retention Period	Reason for retention period
<b>Allotments</b> Register Plan Agreements Correspondence under the Agreements	Indefinite Indefinite 6 years after agreement end	Audit/management
<b>Events/food/farmers market</b> Plans Receipts Invoices	6 years after event	Audit/management
<b>Facilities- Public Toilets/car parks /market place etc</b> Invoices Receipts Complaints Inspection reports	6 years	Audit/Management
<b>General</b> Enquiries/advice/assistance	2 years	Management