

<b>Linby Parish Council</b>		<b>Retention and Disposal of records policy.</b>
		<b>Dated: February 2013</b>
The Parish Council has adopted the following policy in respect of the retention and disposal of Parish Council records and documents.		
<b>Type of record</b>	<b>Retention period</b>	<b>Notes</b>
Parish Council and Committee meeting Agendas	One year	
Signed Parish Council and Committee minutes	Indefinitely	
Reports/documents circulated with agendas	6 years	or at the Clerk's discretion
Councillors' Declarations of Interests and Acceptance of Office	Duration of term of office	
Property and Asset Title Deeds	Indefinitely	
Contracts, agreements or other legal documents other than title deeds	Indefinitely	
Insurance policies	Whilst valid	
Property registers	Indefinitely	
Maps, plans and surveys of property owned by the Parish Council	Indefinitely	
Grant Applications	6 years	
Precept Request	Current Financial year	
Annual Financial Return - Audited copy	6 years	
Cash book	6 years	
Paid invoices and VAT records	6 years	
Budget	6 years	
Bank Statements	Last Audit year	
Cheque Book stubs	Last Audit year	
Bank Paying in Books	Last Audit year	
Wage records	12 years	
PAYE and NI records	4 years	
Investment records	Indefinitely	
Quotations and Tenders	12 years	
Routine correspondence and papers	3 years	
Correspondence and papers on important local issues or activities	6 years	or at the Clerk's discretion
Parish Council newsletters	Indefinitely	one copy of each issue
Planning applications	2 years	
Planning applications and related papers for controversial developments	4 years	or at the Clerk's discretion