

**Polstead Parish Council**  
**Document Retention Periods - September 2018**

DOCUMENT	PAPER / ELECTRONIC	LOCATION	MINIMUM RETENTION PERIOD
<b>Administration</b>			
Agendas	E	Computer	3 years
Clerk's Personnel records	P	Chairman	15 months after ceasing employment
Contracts	P	File	Indefinitely
Declaration of Office Chairman	P	Admin File	Term of Office
Declaration of Office Councillor	P	Admin File	Term of Office
Election documents	P	Admin File	6 months after Election
Inspection Reports	P	Admin File	Indefinitely
Leases	P	File	Indefinitely
Newsletter	E	Computer	Indefinitely
Planning Applications & Responses	E	BDC website	
Register of Interests	E	BDC website	
Routine Correspondence	P	Correspondence File	3 months
Routine emails	E	email account	3 months
Signed Minutes of Annual Parish Meeting	P	Minutes File	Indefinitely
Signed Minutes of Council Meetings	P	Minutes File	Indefinitely
<b>Finance</b>			
Annual Return	P	Accounts File by Year	Indefinitely
Bank paying-in books & Cheque book stubs	P	Finance File	2 years
Bank Statements	P	Accounts File by Year	12 years
Clerk expenses	P	Accounts File by Year	12 years
Insurance policies	P	Accounts File by Year	Indefinitely
Paid Invoices	P	Accounts File by Year	12 years
PAYE returns including hours paid	P	Accounts File by Year	12 years
Quotation and tenders	P	Accounts File by Year	12 years
Receipt & Payment Accounts	P	Accounts File by Year	Indefinitely
Receipt Books	P	Accounts File by Year	12 years
VAT records	P	Accounts File by Year	12 years
<b>Allotments</b>			
Plan, Register & Agreements	P	Allotments File	Register & Agreements - while a tenant