

Odcombe Parish Council
Document retention policy
Reviewed and re-adopted on 15th May 2017

RECORD	MINIMUM RETENTION PERIOD
Administration	
Signed Minutes of Council Meetings	Indefinite
Reports & other documents circulated with agendas not attached to signed Minutes	Indefinite
Agendas	Indefinite
Councillors' Declarations of Office	Term of office plus two years
Correspondence and papers on important local issues or activities	Indefinite
Quotations & tenders for major works	12 years
Quotations & tenders for minor works	12 years
Routine correspondence, papers & e-mails	Retain as long as useful
Personnel records	3 months after ceasing employment
Health & Safety records	Indefinite
Planning applications & related papers	Retain until appeal period has expired
Insurance policy	Indefinite
Finance	
Financial Return to District Auditor	Keep for 10 years
Bank Statements	Keep for 3 years
Bank paying-in book & cheque book	Keep for 3 years
Paid invoices	6 years
VAT records	6 years
Members Allowances Register	6 years
Miscellaneous	
Reports, guides, handbooks etc received from other bodies	Retain as long as useful