

MISTLEY PARISH COUNCIL – DOCUMENT RETENTION POLICY

Document	Electronic / Paper (E or P)	Location	Minimum Retention Period
Administration			
Agendas	E & P	Electronic & Minutes File	Indefinitely
Clerk's and Staff Records	E & P	Electronic & Filing Cabinet	2 years after ceasing employment
Contracts	E & P	Electronic & Filing Cabinet	6 years
Chairmen's Declarations of Office	E & P	Electronic & Filing Cabinet	Term of Office plus 1 year
Councillors' Declarations of Office	E & P	Electronic & Filing Cabinet	Term of Office plus 1 year
Election Documents	P	Filing Cabinet	6 months after Election
Electoral Register	E & P	Electronic & Filing Cabinet	Retain until superseded
Play Equipment Inspection Reports	E & P	Electronic & Filing Cabinet	Retain until superseded
Leases and Title Deeds	E & P	Electronic & Filing Cabinet	Indefinitely
Planning Applications & Responses	E & P	Electronic & Filing Cabinet	Retain as long as useful
Register of Interests	E & P	Electronic & LPA Website	During Term of Office
Routine Correspondence	P	Filing Cabinet	Retain as long as useful
Routine E-mails	E	Electronic	Retain as long as useful
Signed Minutes of Annual Parish Meetings	E & P	Electronic & Minutes File	Indefinitely
Signed Minutes of Council Meetings	E & P	Electronic & Minutes File	Indefinitely
Finance			
Annual Return	E & P	Electronic & Accounts File by year	Indefinitely
Budget Forecasts	E & P	Electronic & Accounts File	3 years
Bank Paying In Books & Cheque Book Stubs	P	Accounts File	Last completed audit year
Bank Statements	P	Accounts File by year	Last completed audit year
Clerk's Expenses	P	Accounts File by year	6 years
Fixed Asset Register	P	Electronic & Filing Cabinet	Indefinitely
Insurance Policies	P	Accounts File by year	Retain while valid
Paid Invoices	P	Accounts File by year	6 years
PAYE Returns	P	Accounts File by year	6 years
Quotations and Tenders	E & P	Electronic & Filing Cabinet	6 years
Receipt & Payment Accounts	E & P	Electronic & Accounts File by year	Indefinitely
Receipt Books	E & P	Electronic & Accounts File by year	6 years
VAT Records	E & P	Electronic & Accounts File by year	6 years

Review Body: Full Parish Council Review Period: Annually each May. Adopted 20/05/2019. Last Reviewed 22.05.23. Next Review Date 20.05.24.