

**Middlezoy Parish Council
Document Management Schedule**

Document	Retention Period	Why Retain?
Council Official Records:		
Signed Minutes	Permanently	Legal
Agenda	4 Years	Legal
Acceptance of Office	Permanently	Legal
Declarations of Interest	Permanently	Legal
Members Allowance Register	6 Years	Legal
Seal Book	Permanently	Legal
Scale of fees & Charges	5 years	Audit
Quotations:		
Capital expenditure (successful)	Permanently	Audit
Revenue expenditure (successful)	Current plus 1 years	Audit
Assets:		
Ledger Sheet	10 years	Legal
Annual depreciation	3 years	Audit
Employee Records:		
Accident Reports	5 years	Legal
Payment changes	6 years	Legal
Amended code number notice	6 years	Legal
Contribution Records	Permanently	Legal
Actuarial valuation reports	Permanently	Legal
Inland Revenue Approvals	Permanently	Legal
Staff personal records	7 years after employment ends	Legal
Expenses Account	7 Years	Legal
Staff Overtime	3 years	Audit
Wages:		
P45/58/48/6/60	7 years	Legal
Income Tax/Pay details	7 years	Legal
Returned Tax	7 years	Legal
Schedule of deductions	7 years	Legal
Pay advice	2 years (current plus 1)	Legal
Payroll	7 years (current plus 6)	Audit
Annual earnings summary	13 years (current plus 12)	Legal
Wages Book	12 years	Legal
Sub Contractors:		
Time Sheets	current plus 1 year	Legal
Insurance:		
Public and product Liability Policies	Permanently	Legal
Certificate of Insurance	5 years	Legal
Cash Records:		
Bank paying in counterfoils	Last completed audit year	Audit
Bank account statements	Last completed audit year	Audit

Daily Cash Book	7 Years	Legal
Banking Returns	7 years	Legal
Unrepresented cheque list	7 years	Legal
Bank Reconciliations	7 years	Legal
Main Cash Book	Permanently	Legal
Cash/cheques received sheet	7 years	Legal
Cheque stubs/remittance advice	last completed audit year	Audit
Invoices	7 years (revenue)	Legal
Purchase requisitions	2 years	Audit
Purchase orders	2 years (revenue)	Audit
	3 years after expiry (capital)	
VAT	7 years	VAT

Title Deeds:

All title deeds and property related documents	12 years after expiry of interest	Legal
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Contract Agreements:

Under seal	12 years after expiry	Legal
Others	6 years after expiry	Legal
Contractors time sheets	Current plus 6 years	Legal
Invoices with no official orders	Current plus 6 years	Legal

Donation and subscription records:

Government grants	6 years if now not receiving Permanently if still receiving	Legal Legal
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Property Receipts:

Leases	12 years after lease end	Legal
Architect builder agreements	6 years after contract ends	Legal
Planning permission	12 years after interest ends	Legal

Halls, Centres, Recreation Grounds:

Applications to hire, lettings diaries copies of bills to hirers, records of tickets issued.	6 Years	VAT
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Allotments:

Register and plans	Permanently	Audit, archive
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Planning:

Applications, permissions/refusals Appeals (all papers)	current plus 1 year	For information
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Other Documents:

NALC/SALC	as long as is relevant	
Magazines and Journals	1 year	

Correspondence:

Public & Day File	Current plus 1 year	Internal
Bodies	Current plus 2 years	Internal