

Appendix A - Retention Schedule

Document	Minimum Retention	Reason
General		
Signed Minutes	Indefinite	Archive
Routine correspondence, papers and emails	1 Year	Management
Correspondence, papers and emails on important local issues or activities	Indefinite	Archive
Financial & Insurance		
Annual Return and Audited Accounts	Indefinite	Archive
Invoices, VAT returns, Salary, Tax and NI Records	7 Years	Audit
Correspondence relating to Audit	3 Years	Management
Cheque Book Stubs and Paying-In Books	3 Years	Management
Budget Control Papers	3 Years	Audit
Precept Correspondence	3 Years	Audit
Contracts	7 Years	Audit
Insurance Policies and Renewal Records	Whilst Valid	Audit
Certificate of Employers Liability	40 Years	Audit/Legal
Certificate of Public Liability	40 Years	Audit/Legal
Insurance Claim Records	7 Years after resolution	Legal
Asset Register	Indefinite	Audit
Members		
Register of Members Interests	18 Months after individual ceases to be a member	Management
Declarations of Acceptance	Term of Office plus 1 Year	Management
Miscellaneous		
General Correspondence & Reports	1 Year or as long as relevant	Management
Complaints	2 Years after closure	Management
Information Requests	2 Years after closure	Management