



LMPC Retention of Documents and Records Policy

| Document | Minimum Retention Period | Reason |
|--|--|---|
| Minute Books | Indefinite | Archive |
| Meeting Recordings | 6 months | Management |
| Scales of fees and charges | 6 years | Management |
| Receipt and payment (accounts) | Indefinite | Archive |
| Receipt books of all kinds | 6 years | VAT |
| Bank statements, including Deposit/ savings accounts | 6 years | Audit |
| Bank paying-in books | 6 years | Audit |
| Cheque book stubs | 6 years | Audit |
| Quotations and tenders | 6 years | Limitation Act 1980 (as amended) |
| Paid invoices | 6 years | VAT |
| Paid cheques | 6 years | Limitation Act 1980 (as amended) |
| VAT records | 6 years | VAT |
| Petty cash and postage books | 6 years | Tax, VAT |
| Wages and payroll details | 12 years | Superannuation |
| Insurance policies | 6 years | Management |
| Certificates for insurance against liability for employees | 40 years from date on which ins. was commenced or renewed. | Employer's Liability Regs.1998. Management |
| Investments | Indefinite | Audit, Management |
| Tithes, deeds, Leases, agreements, contracts | Indefinite | Audit, Management |
| Members allowances register | 6 years | Tax, Limitation Act 1980 (as amended) |
| Allotments | | |
| Tenancy Agreements | Indefinite | Audit, Management |
| Cemetery | | |
| <ul style="list-style-type: none"> - Register of Burials - Register of Purchased Graves - Register of Graves - Plan of Graves + memorials - Applications for interment - Applications for right to erect memorials - Copy certificates of Grant of Exclusive Right of Burial - Disposal certificates (ashes) -Green forms | Indefinite | Archives, Local Authorities Cemeteries Order 1977(sl.204) |

Adopted by Resolution of the Council, 10th May 2018

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