



# Langton Matravers Parish Council

## LMPC Retention of Documents and Records

Document	Minimum Retention Period	Reason
<b>Finance and Legal Records</b>		
Minute Books	Indefinite	Archive
Meeting Recordings	6 months	Management
Scales of fees and charges	Current financial year + 6 years	Management
Receipt and payment (accounts)	Indefinite	Archive
Receipt books of all kinds	Current financial year + 6 years	VAT
Bank statements, including: Deposit/Savings accounts	Current financial year + 6 years	Audit
Bank paying-in books	Current financial year + 6 years	Audit
Cheque book stubs	Current financial year + 6 years	Audit
Quotations and tenders	Current financial year + 6 years	Limitation Act 1980 (as amended)
Paid invoices	Current financial year + 6 years	VAT
Paid cheques	Current financial year + 6 years	Limitation Act 1980 (as amended)
VAT records	Current financial year + 6 years	VAT
Petty cash and postage books	Current financial year + 6 years	Tax, VAT
Wages and payroll details	12 years	Superannuation
Insurance policies	Current financial year + 6 years	Management
Employee Liability Certificates	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 etc.	Indefinite	Audit, Management
Members allowances register	Current financial year + 6 years	Limitation Act 1980 (as mended)
<b>Allotments</b>		
Tenancy Agreements	Indefinite	Audit, Management

<b>Cemetery</b>		
Register of Burials Register of Purchased Graves Register of Graves Plan of Graves + memorials Applications for interment Applications to erect memorials Copy certificate (Grant of Exclusive Right of Burial) Disposal certificates (ashes) Green forms	Indefinite	Archives, Local Authorities Cemeteries Order 1977(sl.204)
<b>Employee Records</b>		
General records Salary and Injury related records I/V records (unsuccessful applicants) Disciplinary Records	Leaving date plus 7 years Indefinite I/V date plus 6 months No longer than necessary	Limitation Act 1980 (as amended) Audit, Management Council policy Council Policy
<b>Complaint Records</b>		
All records	Date of Resolution plus 6 years	Council Policy

Adopted by Resolution of the Council, 10<sup>th</sup> May 2018

Revised and approved by resolution of the Council, 9<sup>th</sup> May 2019

Reviewed and approved without change by resolution of the Council, 11th May 2023