

CUSOP PARISH COUNCIL – DOCUMENT RETENTION SCHEDULE – June 2018

Council and Parish Meeting signed minutes	Keep permanently. Transfer to county archive when no longer needed.
Clerk's reports to meetings and any essential agenda papers (if not appended to minutes)	Keep one copy permanently. Transfer to county archive when no longer needed.
Parish Council newsletters	Keep one copy permanently. Transfer to county archive when no longer needed.
Contract documents incl tenders	Retain for 6 yrs after contract ends. Then destroy.
Employer's liability insurance certificates. General insurance?	Retain for 40 yrs after insurance period ends. Then destroy.
General insurance policies	Retain documents for 6 yrs, then destroy. Retain note of annual policy provider and number indefinitely.
Personnel files incl contracts/ salary & tax records?	Retain for 6 yrs after employment ends. Then destroy.
Receipts and payments book	Keep permanently. Transfer to county archive when no longer needed.
Annual accounts and associated invoices cheque stubs, bank statements, VAT claims etc	Retain for 6 yrs after last entry. Then destroy.
Parish Plan and Neighbourhood Plan consultation reports etc.	Retain one copy of final Plan permanently and transfer to county archive when no longer needed. Retain preparation documents incl public consultation reports for 6 yrs after Plan superseded. Then destroy?
Property lease (playing field)	Retain for 12 yrs after lease ends. Incl rent record.
Cusop walks leaflet.	Retain copy of each edition permanently. Transfer to county archive when no longer needed.
Miscellaneous correspondence (email and paper) with members of the public, other bodies etc. Includes formal complaints.	Retain for 6 yrs after correspondence etc ends. Then destroy.
Miscellaneous internal admin documents	Retain for 6 yrs after admin action etc ends. Then destroy.