

# Minstead Parish Council Retention of Documents and Information Timescales

Adopted 2025.07

Document	Minimum retention period	Reason
Minute books	Indefinite	Archive
Receipt and payment account(s)	Indefinite	Archive
Certificates for Insurance against liability for employees	Indefinite	Future claims
<del>Investments</del>	<del>Indefinite</del>	<del>Audit and management</del>
Title deeds, leases, agreements, contracts <a href="#">Cadnam CC agreement / contract?</a>	Indefinite	Audit and management
Insurance policies legal proceedings	As long as a claim can be made under it	Management and
<del>Wages books</del> <a href="#">Held by HMRC</a>	<del>12 years</del>	<del>Pension</del>
Employee HR records	Six years after the end of employment	
Available documents and charges	Six years	Management
Receipt books of all kinds	Six years	VAT
Quotations and tenders	Six years	Limitation Act 1980 (as amended)
Paid invoices	Six years	VAT
VAT records	Six years generally but 20 years for VAT on rents	VAT
Petty cash, postage, and telephone books (as amended)	Six years <a href="#">(Last use of the petty cash book was May 2021)</a>	Tax, VAT, and Limitation Act 1980
Members allowances register <a href="#">Members allowances are shown in Minutes so are held indefinitely</a>	Six years	Tax and Limitation Act 1980 (as amended)
<del>For halls, centre, and recreation grounds:</del>		
<del>Application to hire lettings diaries copies of bills to hires record of tickets issue</del>	<del>Six years</del>	
<del>VAT</del>		
Bank statements, including deposit/savings accounts <a href="#">Bank statements downloaded and held in DropBox on the Cloud indefinitely</a>	Last completed audit year	Audit