

GAYDON PARISH COUNCIL RECORDS RETENTION SCHEDULE

Document	Retention Period	Why Retain	Location
Council official records:			
Signed minutes	Indefinite	Legal	Office/ Clerk
Acceptance of office	4 years	Legal	Office/ Clerk
Declarations of interest	Indefinite	Legal	Office/ Clerk
Members Register of Interest	For duration of office	Legal	Office/ Clerk
Members' Allowances register	6 years	Audit	N/A
Scale of fees and charges	6 years	Audit	Website
Quotations and Tenders	6 years	Audit	Clerk
Asset Register	Indefinite	Audit	Clerk/ (Also available on PC Website)
Title deeds, leases, agreements, contracts	Indefinite	Audit	Safe
Employee Records:			
Accident reports	3 years	Legal	Chairman
Payment changes	6 years	Legal	
Amended code number notice	6 years	Legal	
Contribution records	Permanently	Legal	
Actuarial valuation reports	Permanently	Legal	
Records of ex-pensioners	6 years after benefit ends	Legal	
Pension investment policies	12 years after benefit ends	Legal	
Inland Revenue approvals	Permanently	Legal	
Staff personal records	7 years after employment ends	Reference	
Expenses accounts	7 years	Legal	
Staff overtime	3 years	Audit	
Redundancy/long service awards	7 years	Legal	
Wages			
P45, P58, P48, P6, P60	6 years	Legal	Chairman
Income tax/pay details	6 years	Legal	
Returned tax	6 years	Legal	
Schedule of deductions	6 years	Audit	
Pay advice	Current plus 1 year	Legal	
Payroll	Current plus 6 years	Audit	
Annual earnings summary	Current plus 12 years	Legal	
Wages book	12 years	Legal	
Insurance			
Public and product liability policies	While valid	Legal	Clerk
Certificate for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	Legal	Clerk
Cash Records:			
Bank paying-in counterfoils	Last completed audit year	Audit	Clerk
Bank/GIRO account statements	Last completed audit year	Audit	
Daily cash book	6 years	Legal	
Banking returns	6 years	Legal	
Unrepresented cheque list	6 years	Legal	
Bank reconciliations	6 years	Legal	
Investments	Indefinite	Audit	
Petty cash, postage, phone records	Current plus 6 years	Audit	
Main cash book (Receipts & Payments)	Permanently	Legal	
Cash received/cheque payment sheets	Current plus 6 years	Legal	
Pension fund details	Permanently	Legal	

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Cheques stubs/remittance advice	Last completed audit year	Audit	
Invoice	6 years (revenue)	Legal	
Purchase requisitions	2 years	Audit	
Purchase orders	2 years (revenue) 3 years after expiry (capital)	Audit	Clerk
VAT records	6 years	VAT	
Planning:			
Permission granted (all papers)	Until development completed	To check compliance	NB The Planning Authority will retain all these documents
Permission granted on appeal	Until development completed		
Permission granted on appeal (decision)	Permanently	May set a precedent	
Permission refused on appeal (decision)	Permanently		
Permission refused	Until end of appeal period		
Structure, local plans etc	Until superseded	Management	
Burial Grounds:			
<ul style="list-style-type: none"> • Register of fees collected, • Register of burials, • Register of purchased graves • Register of grave spaces • Register of memorials • Applications for interment, • Applications for right to erect memorials • Disposal certificates, • Copy certification of grant of exclusive right of burial 	Indefinite	Archive, legal	Safe/ Office
Other documents:			
<ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Policies 	Indefinite until superseded		Clerk/ (also available on PC Website)
Register of Electors	1 year		Clerk
NALC, CALC, etc information	As long as relevant		Clerk