

Document retention policy May 2018

TYPE OF RECORD/DOCUMENT	RETENTION PERIOD
Minutes and agendas	Indefinite
Contracts, Quotations, Tenders	6 years
Receipt/payment accounts	Indefinite
Bank statements, paying-in books, cheque book stubs Paid invoices Paid cheques VAT records	6 years
Burial records	Indefinite
Insurance policies	While valid
Planning applications and associated correspondence	1 year or until final determination, whichever is the later Record of decision: Indefinite
Correspondence and other documents on files	3 years or until the matter is closed, whichever is the later*
Annual Accounts	Indefinite
Annual Return	Indefinite
Bank statements	6 years
Cheque book stubs	Last completed audit
Paying in books	Last completed audit
Quotations	6 years
Paid invoices	6 years
VAT records	6 years
Salary records	6 years
Tax & NI records	6 years
Assets register	Indefinite