

IDRIDGEHAY ALTON AND ASHLEYHAY PARISH COUNCIL

IAA PC Retention Schedule

Adopted 11.07.2018 Item 28/18

The retention schedule refers to record series regardless of the media in which they are stored.

Document Category	Retention Period	Reason	Disposal Method
Minutes	Indefinite	Statutory	Archive
Agendas	7 years	Management	CW and Deletion
Management			
Councillors contact details, Declarations of Office and DPI's	Duration of membership	Management	CW and Deletion
Correspondence – general	2 years	Management	CW and Deletion
Correspondence – planning	7 years	Management	CW and Deletion
Correspondence – Staff	Duration of employment	Management	CW and Deletion
Charities, Trust Deeds, Contracts and agreements	Indefinite	Legal	n/a
Electoral Roll	2 years	Management	CW
Email messages	At end of useful life	Management	Deletion
Insurance policies and Certificates	6 years after policy end	Audit and Management	CW
Members GDPR Security Compliance Form	Duration of membership	Management	CW
Policies and Procedures	7 years	Audit and Management	CW
Risk assessment	3 years	Management	CW
Staff employment contracts	6 years after ceasing employment	Management	CW
Finance			
Annual Accounts	Indefinite	Legal	n/a
Internal/External Audit Report and Returns	Indefinite	Audit	n/a
Receipt and payment accounts	7 years	Audit/VAT	CW/Deletion
Bank statements	7 years	Audit	CW
Cheque book stubs	7 years	Audit	CW
Paid invoices	7 years	VAT	CW
Payroll records	7 years	Audit/HMRC	CW
Remittance Advice	7 years	Audit	CW

CW = confidential waste for shredding