



DOCUMENT RETENTION SCHEDULE
MAY 13th 2024

DOCUMENT	MIN RETENTION PERIOD	REASON	WHERE	UPDATED	Documents
Agreed Minutes	Indefinite	Archive	Clerk or Records' Office or PC cupboard at Village Hall	May 2023	
Hand-written record of meeting from which minutes construed	1 month or as soon as draft minutes agreed by Council meeting	Destroy – can be required in an FOI request	Destroyed		
Certified Annual Audit Return	5 years	Audit commission	Website Clerk/Records' Office		
Receipt and payment accounts	Indefinite	Archive	BVH/Clerk's office		
Bank statements Bank paying-in books Cheque book stubs	Last completed audit year	Audit	Destroyed		
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	In audit file - Archive		
Paid invoices	6 years	VAT	BVH/clerk	Destroy after 6 years	
Paid cheques	6 years	Limitation Act 1980 (as amended)	BVH/Clerk	Destroy after 6 years	
VAT records	6 years	VAT	In audit file /clerk	Archive	

Boxgrove Parish Council Approved 13th May 2024

Insurance policies	While valid	Management	Destroyed at end of financial year		
Certificates Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Clerk in insurance file/Archive		
Public liability	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Clerk in insurance file/Archive		
Title deeds/leases/agreements/contracts	Indefinite	Audit Management	Clerk/Records Office CDC/ Held by solicitors		
Privacy Policy	1 year	Renew each year		May 24	
Data protection policy	1 year	Renew each year or as appropriate		May 24	
Emails	A few weeks	Remove personal information and copy relevant parts to a drive or digital folder or print			
Staff salary information	3 years		Clerk		