BREASTON PARISH COUNCIL

RETENTION SCHEDULE

DOCUMENT	Form	MINIMUM RETENTION PERIOD	REASON	Disposal
Minute Books	HC/E	Indefinite	Archive	n/a
Agendas	E	I year	management	B
Annual Accounts/audit returns	HC/E	Indefinite	Archive	n/a
Scales of Fees and Charges	HC/E	1 year	Management	B
Receipt and Payment Account(s)	H	Indefinite	Archive	n/a
Correspondence	H/E	1 year General 3 years Staff	Management Management	C/W C/W
Receipt books of all kinds	H	Last completed audit year	Audit	C/W
Bank-Statements including deposit/savings accounts	H	Last completed audit year	Audit	C/W
Neighbourhood Plans	H/E	Indefinite	Reference	n/a
Local Development Plans	H/E	Whilst in force	Reference	Bin
Bank Paying-in Books	H	Last completed audit year	Audit	C/W
Cheque Book Stubs	H	Last completed audit year	Audit	C/W
Quotations and Tenders	H/E	7 years	Audit	CW
Paid/raised Invoices	H	7 years	VAT/audit	CW
VAT Records	H	7 years	VAT/audit	CW
Playground Inspection Reports	H/E	Indefinite	Legal	n/a

Salary information	H/E	7 years	Audit Tax	CW
DALC/SLCC Circulars	H/E	1 year	Management	Bin
Timesheets	E	7 years	Audit/tax	CW
Gala Records	E/H	2 years	Management	CW
Local Historical Files	H	Indefinite	Benefit of Parish	n/a
Burial Records	H/E	Indefinite	Legal	n/a
Title Deeds, Leases, Agreements, Contracts	H/E	Indefinite	Audit, Management	n/a
Insurance Certificates	H/E	Indefinite	Audit/Legal	n/a
Magazines & Journals	H	Whilst relevant	Management	Bin
Insurance Policies	H/E	While Valid	Management	Bin