



Llanelly Community Council

Retention of Documents and Records

(Based on NALC Legal Topic Note (LTN) 40 – November 2007)

This policy details the minimum retention time required for council documents before disposal in order for the council to comply with the Freedom of Information Act 2000 Publication Scheme. Where variable times are indicated the Council will review storage after the minimum period has elapsed.

	Document	Minimum Period	Reason	
MINUTES	Approved Minutes	Indefinite	Archive	
	Draft Minutes	Until Minutes are approved	Management	
FINANCE	Receipt and Payment Accounts	Indefinite	Archive	
	Paid Invoices	6 years	VAT	
	VAT Records	6 years	VAT	
	Bank Statements	Last completed audit year	Audit	
	Paying in Books	Last completed audit year	Audit	
	Cheque Stubs	Last completed audit year	Audit	
	Scales of fees and charges	5 years	Management	
	Members allowances register	6 years	Tax, Statute of Limitations	
	PLANNING	Permissions	6 years	Compliance
		Permissions – on appeal	Indefinite	Precedent
Permissions – commercial or development		Indefinite	Future Compliance	
INSURANCE	Refusals	2 years	Appeals	
	Insurance Policies	2 years	Management	
OTHER	Certificates of Employers' Liability Insurance	40 years	Limitation Period	
	Quotations and Tenders	12 years/indefinite	Statute of Limitations	
	Title Deeds, Leases, Agreements, Contracts	Indefinite	Audit, Management	
	Routine Correspondence, Papers, Notes and Emails	Retain as long as useful		