

Thurton Parish Council

Retention of Documents Policy

SR – Statutory Requirement, AR – Audit Retention, BP – Best Practice

Document	Minimum Retention Period	Explanation
Minute Books (SR)	Indefinite	Archive (Norfolk Records Office) Electronic copy (Clerk) Website (at least two years)
Accounts, Annual Governance and Accountability Return (SR/AR)	Indefinite	Hard copy archive (NRO), Electronic copy ((Clerk), Website (at least 5 years)
Receipt records (SR)	7 years	VAT
Invoices/Records (AR/SR)	7 years	VAT
Quotations and tenders (AR/SR)	12 years	Statute of Limitations
Bank Statements (AR)	7 years	Audit and Management
Bank paying-in books (AR/SR)	7 Years	Audit and Management
Cheque book stubs (AR/SR)	7 years	Audit and Management
Insurance policies (AR)	While valid	Audit and Management
Employers Liability Certificates (SR/AR)	40 years	Audit and Management
Timesheets (AR), Payroll/ (SR) Sickness/Holiday record (BP)	Last completed audit year	Audit, personnel
Tax codes (AR)	7 years	Audit, HMRC
Written Statement of Particulars (SR)	During employment Further 12 months	Model document available
Job Description (SR)	During employment Further 12 months	Model document available
Completed Job Application forms (BP)	6 months advisory	Post interview queries

Approved March 2023

Next review date March 2025