

## ANNEX TO LEGAL TOPIC NOTE 40

### RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF PARISH COUNCILS

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
• Minute books	Indefinite	Archive
• Scales of fees and charges	6 years	Management
• Receipt and payment account(s)	Indefinite	Archive
• Receipt books of all kinds	6 years	VAT
• Bank statements, including deposit/savings accounts	Last completed audit year	Audit
• Bank paying-in books	Last completed audit year	Audit
• Cheque book stubs	Last completed audit year	Audit
• Quotations and tenders	6 years	Limitation Act 1980 (as amended)
• Paid invoices	6 years	VAT
• Paid cheques	6 years	Limitation Act 1980 (as amended)
• VAT records	6 years generally but 20 years for VAT on rents	VAT
• Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
• Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
• Wages books	12 years	Superannuation
• Insurance policies	While valid	Management
• Certificates for 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
• Investments	Indefinite	Audit, Management
• Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
• Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
<b>For Halls, Centre, Recreation Grounds</b>		
<ul style="list-style-type: none"> <li>• Application to hire</li> <li>• Lettings diaries</li> <li>• Copies of bills to hires</li> <li>• Record of tickets issued</li> </ul>	6 years	VAT
<b>For Allotments</b>		
<ul style="list-style-type: none"> <li>• Register and plans</li> </ul>	Indefinite	Audit, Management
<b>For Burial Grounds</b>		
<ul style="list-style-type: none"> <li>• Register of fees collected</li> <li>• Register of burials</li> <li>• Register of purchased graves</li> <li>• Register/plan of grave spaces</li> <li>• Register of memorials</li> <li>• Applications for interment</li> <li>• Applications for right to erect memorials</li> <li>• Disposal certificates</li> <li>• Copy certificates of grant of exclusive right of burial</li> </ul>	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI. 204)