

# Lawford Parish Council



## Records Retention Policy – Appendix A

The minimum retention period is based on guidance from the national and Essex Association of Local Councils

Type of Record	Format		Minimum Retention Period (Years)	Reason from EALC
	Hard Copy	Digital		
Agenda – Council Meetings		✓	2	
Agenda – Non-Council Meetings		✓	1	
Asset Register	✓	✓	Indefinite	
Audit Documents – Quarterly	✓	✓		To facilitate requests to view.
Audit Documents – Annual (Internal)	✓	✓		Ditto
Audit Documents – Annual (External)	✓	✓		Ditto
Bank Statements and Savings	✓		6	Audit
Bank Paying-In Books	✓		6	Audit
Budget		✓	6	
Cheque Book Stubs	✓		Last completed audit year	Audit
Customer (Residents) Surveys	✓	✓	Results only 4	
Grant applications by LPC	✓	✓	Keep with audited financial docs 4	
Invoices Paid	✓		6	VAT
Insurance – Certificate of Employers’ Liability	✓	✓	40	Statutory Obligation
Letters / emails		✓	Retain whilst current and destroy when matter is closed.	
Letters / emails	✓		As above.	
Freedom of Information Requests		✓	3	
Members Attendance Register	✓		Councillor Term of Office 4	

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Type of Record	Format		Minimum Retention Period (Years)	Reason from EALC
	Hard Copy	Digital		
Members Acceptance of Office	✓		Indefinite	
Members Declarations of Interest	✓		Indefinite	
Minutes – Full Council meetings	✓		Indefinite	
Minutes – Committee meetings	✓	✓	Indefinite	
Minutes – Non-Council meetings	✓		Indefinite	
Minutes / notes – handwritten. This includes any notes taken by members.	✓		Until the minutes have been agreed.	
Planning applications	✓		3	
Planning applications		✓	5	
Postage Book	✓		6	Limitations Act 1980
Quotations and Tenders – successful	✓		12 years / indefinite	Limitations Act 1980
Quotations and Tenders – unsuccessful	✓		Life of Tender	
Receipts and payments – accounts		✓	6	
Receipt books of all kinds	✓		6	VAT
Annual Inspections of Play Areas		✓	25	Public Liability
Title Deeds	✓		Indefinite	Audit
Leases, Agreements, Contracts	✓		Indefinite	Audit
VAT Records	✓	✓	6	VAT