

Document	Minimum Retention Period	Reason for Retention	Method of Disposal
Accident/Incident Report	20 years	Potential Claims	Confidential Waste
Agenda	5 years	Management	Bin (Shred confidential items)
Bank Paying In Books	last completed audit year	Audit	Confidential Waste
Bank Statements	last completed audit year	Audit	Confidential Waste
Cheque Book Stubs (initialled)	7 years	Audit	Confidential Waste
Committee Minutes	Indefinitely	Archive/Public Record	Not applicable
Local Development Framework	Whilst current	Reference	Bin
General Correspondance	1 year	Management	Bin (Shred confidential items)
Hall Booking Forms	7 years	VAT	Confidential Waste
Hall Invoices	7 years	VAT	Confidential Waste
Employers Liability Insurance Docs	40 years	Management	Bin
Public Liability Insurance Docs	21 years	Statute of Limitations	Bin
Health & Safety Inspection Records	21 years	Statute of Limitations	Bin
Invoices (Paid)	7 years	VAT	Confidential Waste
Pavilion Booking Forms	7 years	VAT	Confidential Waste
Pavilion Invoices	7 years	VAT	Confidential Waste
Payroll Docs	12 years	Tax / Audit	Confidential Waste
Petty Cash (no longer used)	7 years	Tax / Audit / Statute of Limitations	Confidential Waste
Planning Applications	1 year	Management	Bin
Quotations/Tenders	12 years/ Indefinitely	Limitations Act	Confidential Waste / Not applicable
Receipts	7 years	VAT	Confidential Waste
Receipts & Payment Accounts	Indefinitely	Archive/Public Record	Not applicable
Title Deeds, Leases. Agreements, Contracts	Indefinitely	Audit / Management	Not applicable
VAT Records	7 years	VAT	Confidential Waste
Minute Books	Indefinitely	Archive/Public Record	Not applicable
Scale of Fees and Charges	5 years	Management	Bin