

# SILKSTONE PARISH COUNCIL

## RETENTION OF DOCUMENTS POLICY



### Location – Barnsley MBC Archive

Document	Minimum Retention
Minute Books	Indefinite
Newsletters	Indefinite

### Location – Parish Council office/Pavilion storage

Document	Minimum Retention
Annual Accounts	Indefinite
Annual Return	Indefinite
Agenda	2 years
Bank statements	7 years
Cheque book stubs	Last completed audit
Paying in books	Last completed audit
Quotations & Tenders	7 years
Paid invoices	7 years
VAT records	7 years
Salary records	7 years
Tax & NI records	7 years
Pension Scheme records	7 years
Copies of invoices	7 years
Copies of bills to Pavilion/SRG hirers	7 years
Budget & Precept information	7 years
Personnel records	6 years after end of employment
Applications for employment	Unsuccessful applications to be destroyed 3 months after appointment of successful candidate

Insurance policies & risk assessments	Indefinitely
Certificate of Employers Liability	Indefinitely
Certificate of public liability	Indefinitely
Asset's register	Indefinite
Deeds, leases	Indefinite
Clerk's written meeting notes for the purpose of meeting minutes	Until approval of minutes
Applications for co-option to the Council	Unsuccessful applications to be destroyed immediately after decision Successful applications – term of office + 1 year
Declarations of acceptance of office	1 year
Members register of interests'	Term of office + 1 year
Complaints	1 year
General information	3 months if material
Any documentation which may be subject to legal action.	Retain until the threat of litigation has been removed. Minimum periods for retention: Property Damage = 6 years from age of majority. Personal injury Negligence = 3 years from age of majority. Defamation = 1 year.

Adopted by Council MR22-087

Adopted by Council MR24-090