

## WESTERLEIGH PARISH COUNCIL

### RETENTION OF DOCUMENTS

<b>Document</b>	<b>Retention Period</b>	<b>Reason</b>
Minute Books	Indefinite	Archive
Scales of fees & charges	5 years	Management
Receipts/payments accounts	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank Statements	6 years	Audit
Bank paying in books	6 years	Audit
Cheque book stubs	6 years	Audit
Quotations/tenders	12 years	Audit
Paid invoices	6 years	Audit
Paid cheques	6 years	Audit
VAT records	6 years	VAT
Petty cash	6 years	Audit/VAT
timesheets	Last audit year	Audit
PAYE records	12 years	Pension
Insurance policies	Whilst valid	Management
Investments	Indefinite	Audit/management
Title deeds/leases/agreements	Indefinite	Audit/management
Members allowances register	6 years	Tax
Hire of Halls/recreation grounds	6 years	VAT/audit
Allotments	Indefinite	Audit/management
Burial grounds records	Indefinite	Archives/cremation regulations/audit