

BURTLE PARISH COUNCIL

Document and Data Retention Periods

Last Reviewed 06/05/26

1. Introduction

This Document should also be read in conjunction with the Parish Council's Document & Data Management Policy available on the Parish Council website.

2. Statement of Purpose

The purpose of the Document and Data Retention Period document is to define the individual and groups of Documents and Data that Burtle Parish Council produces as part of its business. It also defines the retention period, type i.e. hard copy or electronic, the means of destroying securely and which type is the master.

3. List of Documents & Data

Document/Data	Retention Period	Type (Hard Copy or Electronic)	Means of destroying securely.	Which type is Master (only applicable if both types are retained)
Meeting Minutes	Indefinite	Both	N/A	Hard copy
Meeting Agenda	5 Years from the year ending of the date of the meeting	Both	Confidential Waste and Electronic erasure.	Electronic
All Bank Statements, paying in books and cheque book stubs.	Last completed audit year.	Both	Confidential Waste and Electronic erasure.	
Quotations & Tenders.	6 years	Both	Confidential Waste and Electronic erasure.	
Paid Invoices & Cheques	6 years	Both	Confidential Waste and Electronic erasure.	
VAT records & invoices	6 years	Both	Confidential Waste and Electronic erasure.	

Document/Data	Retention Period	Type (Hard Copy or Electronic)	Means of destroying securely.	Which type is Master (only applicable if both types are retained)
Insurance policies	While Valid.	Both	Confidential Waste and Electronic erasure.	
Certificates of insurance against employee liability	40 years from commencement / renewal.	Both	Confidential Waste and Electronic erasure.	
Planning applications and associated correspondence.	Until final determination	Both	Confidential Waste and Electronic erasure.	
Non-contentious correspondence and other documents on files.	Until the matter is closed	Both	Confidential Waste and Electronic erasure.	
General Correspondence including emails	5 years unless specifically related to categories listed in this policy in which case the retention period of the category shall apply.	Both	Confidential Waste and Electronic erasure.	
Policies.	5 Years from the release of the successive issue.	Electronic.	Electronic erasure.	