



## Elstree and Borehamwood Town Council

### Retention of Records Policy

Subject to any statutory or regulatory provision or advice from National or County associations (including that resulting from case law), the Town Council's policy for retaining data is as follows (in accordance with NALC guidelines at the time of coming into force):

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
▪ Minute books	Indefinite	Archive
▪ Scales of fees and charges	5 years	Management
▪ Receipt and payment account(s)	6 years	Archive
▪ Receipt books of all kinds	6 years	VAT
▪ Bank statements, including deposit/savings accounts	Last completed audit year	Audit
▪ Bank paying-in books	Last completed audit year	Audit
▪ Cheque book stubs	Last completed audit year	Audit
▪ Quotations and tenders	6 years	Limitation Act 1980 (as amended)
▪ Paid invoices	6 years	VAT
▪ Paid cheques	6 years	Limitation Act 1980 (as amended)
▪ VAT records	6 years	VAT
▪ Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
▪ Timesheets	Last completed audit year	Audit
▪ Wages books	12 years	Superannuation

▪ Insurance policies	While valid	Management
▪ Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management.
▪ Investments	Indefinite	Audit, Management
▪ Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
▪ Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
<b>For Fairway Hall</b>		
▪ application to hire ▪ lettings diaries ▪ copies of bills to hires ▪ record of tickets issued	6 years	VAT
<b>For Allotments</b>		
▪ register and plans	Indefinite	Audit, Management

<p><b>Date Policy Reviewed:</b> July 2021  <b>Review Body:</b> General Management Committee  <b>Review Period:</b> every 3 years  <b>Next Review:</b> July 2024</p>
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