

Foulden Parish Council

File Retention

Record Type	Record Subject	Retention Period
Paper based Electronic	<ul style="list-style-type: none"> • Parish council minute books • Parish meeting minute books • Minute books of committees, such as: <ul style="list-style-type: none"> ○ Charities ○ Playing field, etc • Books of declarations on acceptance of office • Title deeds and leases • Agreements and contracts • Investment documents • Receipt and payment account books • Annual financial statements • Footpaths (survey of footpaths in parish, closure orders) • War memorial (subscription lists, plans) • Correspondence with rural district councils, county council, etc • Photographs and programmes of events organised by the parish council • Newsletters and other publications (such as parish guides, parish histories) issued by the parish council • Surveys of parish facilities 	Permanently
Paper based Electronic	<ul style="list-style-type: none"> • Quotations and tenders 	Indefinitely for legal reasons
Paper based Electronic	<ul style="list-style-type: none"> • Wages books 	12 years
Paper based Electronic	<ul style="list-style-type: none"> • Bank statements, including deposit and savings accounts • Receipt books of all kinds • Paid invoices • Paid cheques • VAT records • Petty cash, postage and telephone books • Members' allowances registers • Halls, centres, recreation grounds: <ul style="list-style-type: none"> ○ Applications to hire ○ Lettings diaries ○ Copies of bills to hirers ○ Record of tickets issued 	6 years
Paper based Electronic	<ul style="list-style-type: none"> • Scales of fees and charges 	5 years
Paper based	<ul style="list-style-type: none"> • Bank paying-in books • Cheque book stubs • Timesheets 	last completed audit year