**Gresham Parish Council**

**File Retention**

Gresham Parish Council retains documents as set out in the following table

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| **Document** | **Retention Period** | **Reason** |
| Minutes | Indefinite | Archive |
| Receipts & Payment & Annual Returns | Indefinite | Archive |
| Bank Statements/Paying-in Books/Cheque Books | Last completed audit year | Audit |
| Quotations and tenders | 12 years | Statute of Limitations |
| VAT Invoices/Receipts | 6 years | VAT |
| VAT Records | 6 years | VAT |
| PAYE Records | 12 years |  |
| Insurance Policies | 21 years |  |
| Deeds | Indefinite | Archive |
| Allotments - Tenant’s Agreements | Six years after determination |  |
| Planning Applications | Two/Three years | Originals with NNDC |