Alresford Parish Council
Data Retention Policy

Under this policy retention periods for key documents are outlined.

Retention Schedule Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. The Clerk and RFO are expected to take account of the different retention periods when creating new record keeping systems.

Retention periods:

Bank Statements	**7 years**
Audit/Management	
Cheque book stubs	Last completed Audit Management
Paying in books	Last completed Audit Management
Quotations	**7 years**
Audit VAT records	**7 years**
Audit/VAT Paid invoices	**7 years**
Audit/VAT Salary records	**7 years**
Audit Tax & NI records	**7 years**
Audit Insurance policies	**Whilst Valid**
Audit Certificate of Employers Liability	**Whilst Valid**
Audit/Legal Certificate of Public Liability	**Whilst Valid**
Audit/Legal Assets register	**Indefinite**
Audit Deeds and Leases	**Indefinite**

When retention periods expire documents should be shredded and computer data securely deleted using software that prevents retrieval.

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Policy adopted: 2018
Policy reviewed: April 2023
Next review: April 2024