

Wickford Town Council

Document Retention Policy

The minimum retention period is based on guidance from NALC.

DOCUMENT	Format Hard	Format Digital	MINIMUM RETENTION PERIOD	REASON
Agendas – Council & Committee Meetings	Y	Y	2 years	
Agendas – Non-Council Meetings		Y	3 years	
Assets Register		Y	indefinite	
Bank statements, including deposit/savings accounts	Y		Last completed audit year	Audit
Bank paying in books	Y		Last completed audit year	Audit
Grant Application	Y	Y	6 years	Audit
Investments	Y		Indefinite	Audit, Management
Invoices Paid	Y		6 years	VAT
Insurance policies	Y		While valid	Management
Insurance – Certificates against liability for employees			40 years from date on which insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI. 2753) Management
Letters – general correspondence	Y	Y	3 years	
Members Declarations of Acceptance of Office	Y	Y	Indefinite	
Minute Council & Committees Meetings	Y	Y	Indefinite. Hard copies archived to Essex Records Office	Archive
Minutes Non-Council Meetings	Y	Y	3 years	
Planning Applications		Y	All available online via Basildon Borough Council	
Postage	Y		6 years	Tax, VAT, Limitation Act 1980 (as amended)
Quotations and tenders	Y		6 years	Limitation Act 1980 (as amended)

Wickford Town Council

Receipt and payment account(s)	Y		Indefinite	Archive
Receipt books of all kinds	Y		6 years	VAT
Standing Orders	Y		Current	
Timesheets		Y	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
Title deeds, leases, agreements, contracts (n/a)	Y		Indefinite	Audit, management
VAT records	Y		6 years generally but 20 years for VAT on rents	VAT
Wage information	Y		12 years	Superannuation

Date effective from:	23 August 2022
Last review date:	8 June 2026
Minute ref	FR26-13a
Next review:	June 2028