

Guist Parish Council

File Retention

Record Type	Record Subject	Retention Period
Paper based Electronic	- Parish council minute books - Parish meeting minute books - Minute books of committees, such as: - 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	Quotations and tenders	Indefinitely for legal reasons
Paper based Electronic	Wages books	12 years
Paper based Electronic	- 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: - Applications to hire - Lettings diaries - Copies of bills to hirers - Record of tickets issued	6 years
Paper based Electronic	Scales of fees and charges	5 years
Paper based	- Bank paying-in books - Cheque book stubs - Timesheets	last completed audit year