

KILPIN PARISH COUNCIL
POLICY: ARCHIVE AND DISPOSAL

Kilpin Parish Council will retain its important documents for the periods listed below. These periods are considered a minimum retention times. Administering the retention of documents is the responsibility of the Clerk to the Parish Council. If held, documents may be made available in response to a Freedom of Information request pursuant to the requirements of the Council's Freedom of Information Publication Scheme.

Document	Minimum retention period	Reason
Minutes	Indefinite – County Archive	Archive
Analysis book	Indefinite – County Archive	Archive
All financial documents	6 complete financial years	Audit/VAT.
Quotes and tenders	6 complete financial years	VAT.
All internal and external Audits	Indefinite – County Archive	VAT.
Insurance policies	While valid	Management
Public liability certificate	Indefinite/while valid	Audit/Management
Investments (Charity)	Indefinite	Audit/Management
Titles/deeds/leases etc	Indefinite – County Archive	Audit/Management
Declaration of acceptance of office	Term of office / 1 year	--
Planning applications	Completion of work	ERYC/paper recycle
Magazines/journals etc	As long as useful	Management
Routine correspondence & emails	3 months unless otherwise specified – County Archive	Management
Parish history	Indefinite – County Archive	General interest

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