



FRATING PARISH COUNCIL

Memorial Hall, Main Road, Frating, CO7 7DJ.

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Date Approved: 1st June 2026

Date of Review: June 2027

RETENTION POLICY

Type of Record Hard Copy/Digital	Minimum Retention Period (years)	Reason (EALC)
Agenda - Council	1	No guidance
Agenda – non Council	1	No guidance
Asset Register	Indefinite	Audit
Audit Documents - reconciliations	6	To facilitate request for review
Audit (AGAR)	Indefinite	Archive
Bank Statements	2	Audit
Budget	6	Audit
Certificates of Insurance	40	No guidance
Customer Surveys	Whilst relevant	UK GDPR
Emails	Whilst relevant	UK GDPR
Gifts Received Register	Indefinite	No guidance
Grant Applications	Whilst relevant	UK GDPR
Hall hire, invoices etc	6	VAT
Investments	Indefinite	Audit
Invoices Paid	6	VAT
Insurance Policies	Whilst valid	Audit/management
Letters – general correspondence	Whilst relevant	UK GDPR
Members' Allowance	6	Limitations Act 1980
Members' Attendance	Minuted	Minuted
Members' Acceptance of Office	Term of Office +4	Management
Members' Declarations of Interest	Term of Office +4	Management
Minutes of Full Council & Committees	Indefinite	Archive

Minutes – draft (all meetings)	Until Approved	UK GDPR
Planning Applications	Current Year	No guidance (TDC)
Postage Book	6	Limitations Act 1980
Project Information	Whilst relevant	UK GDPR
Quotations & Tenders	6	Limitations Act 1980
Receipt & Payments Accounts	Indefinite	Archive
Receipt Books	6	VAT
Standing Orders	Until Updated by NALC	NALC
Time Sheets	3	Audit
Title Deeds, Lease, Agreements	Indefinite	Audit
VAT Records	6 or 20 for VAT on rents	VAT
Wages Book	12	Superannuation

Note: Personal data is any information about a living individual which allows them to be identified from the data (e.g. named, address, photograph). Identification can be directly using the data itself or by combining it with other information, which helps to identify a living individual (e.g. a staffing list). The processing of personal data is governed by legislation, which applies in the UK including Data Protection Act 2018 & UK GDPR and rights such as Human Rights Act.