

DOCUMENT RETENTION POLICY

DOCUMENT	PAPER / ELECTRONIC	LOCATION	MIN RETENTION PERIOD
Administration			
Agendas	E/P	Laptop Website Filing cabinet	10 years Only current 3 years
Clerk's contract etc	P	Filing cabinet	Whilst employed
Declarations of Office	P	Filing cabinet	Term of office + 1 year
Election documents	P	Filing cabinet	Term of office + 1 year
Planning applications & responses	E	Babergh website	
Register of Interests	E	Babergh website	
Routine correspondence	P / E	Laptop and filing cabinet	As long as useful
Routine emails	E	Laptop email account	As long as useful
Signed minutes of APMs	P	Filing cabinet	Indefinitely
Signed minutes - PC mtgs	P	Filing cabinet	Indefinitely
Finance			
Annual Return	P	Laptop / filing cabinet	Indefinitely
Cheque book stubs	P	Filing cabinet	Last completed audit year
Paying-in books	P	Filing cabinet	Last completed audit year
Bank statements	P	Filing cabinet	Last ncompleted audit year
Insurance policies	P	Filing cabinet	Indefinitely
Paid invoices	P	Filing cabinet	6 years
Remittance advices	P	Filing cabinet	6 years
VAT returns	P	Filing cabinet	6 years
Accounts	E	Laptop	Indefinite

Reviewed and adopted at meeting held on 26.3.25