



**SAXLINGHAM NETHERGATE  
PARISH COUNCIL**

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## Retention of Documents Policy

SR – Statutory Requirement, AR – Audit Requirement, BP – Best Practice

| Document  | Minimum retention period         | Explanation  |
|---|----------------------------------|--|
| Minute Books (SR)   | Indefinite                       | Archive (NRO), Electronic copy (Clerk), Website (at least 2 years)           |
| Accounts, Annual Governance and Accountability Return, (SR/AR)    | Indefinite                       | Hard Copy Archive (NRO), Electronic copy (Clerk), Website (at least 5 years) |
| Receipt records (SR)  | 7 years                          | VAT  |
| Bank statements (AR)  | 7 years                          | Audit and management   |
| Bank paying-in books (AR/SR)                                      | 7 years                          | Audit and management   |
| Cheque book stubs (AR/SR)   | 7 years                          | Audit and management   |
| Quotations and tenders (AR/SR)                                    | 12 years                         | Statute of Limitations   |
| Invoices / Records (AR/SR)  | 7 years                          | VAT  |
| Timesheets (AR), Payroll / (SR)<br>Sickness / Holiday record (BP) | Last completed audit year        | Audit, personnel   |
| Tax Codes (AR)  | 7 years                          | Audit, HMRC  |
| Written Statement of Particulars (SR)                             | During Employment                | Model document available   |
| Job Description (SR)  | Further 12 months                | Model document available   |
| Completed Job Application forms (BP)                              | During Employment                |  |
|   | Further 12 months                |  |
|   | 6 months advisory                | Post interview queries   |
| Wages books (SR/AR)   | 12 years                         | Superannuation   |
| Insurance policies (AR)   | While valid                      | Audit and management   |
| Employers Liability Certificates (SR/AR)                          | 40 years                         |  |
| Property title deeds, leases, agreements, contracts (SR/AR)       | Indefinite                       | Audit and management   |
| For allotments<br>Tenancy Agreements (SR)                         | Length of tenancy plus 12 months | Audit and management   |

Reviewed February 2026  
For review February 2029