

**NACTON PARISH COUNCIL**  
**DOCUMENTATION RETENTION POLICY**

**POLICY STATEMENT:**

Nacton Parish Council considers it appropriate to make proper arrangements for the retention and disposal of all or some of its records.

**1. GENERAL**

- 1.1. Any such system or policies relating to record management will include a review of Council documentation on an annual basis.
- 1.2. Anything that is no longer of use or value can be destroyed but if the Council is in any doubt, it will seek advice from SALC or NALC and retain that document until that advice has been received.
- 1.3. Documents of historical importance, if not retained by the Council, will be offered first to the County Records Office.

**2. RETENTION OF DOCUMENTS**

- 2.1. The table below indicates the appropriate retention period for audit and other purposes and the reasons for retention.

<b>Document</b>	<b>Retention</b>	<b>Reason</b>
Bank Statements	Last Completed Financial Year	Audit
Bank Paying-in Books	Last Completed Financial Year	Audit
Cheque Book Stubs	Last Completed Financial Year	Audit
Paid Cheques (if applicable)	6 Years	Limitations Act 1980 (as amended)
Paid Invoices	6 Years	VAT
Quotations / Tenders	6 Years	Limitations Act 1980 (as amended)
Receipts Book	6 Years	VAT
VAT Records	6 Years	VAT
AGAR Returns	6 Years	Audit, Management
Insurance	While Valid or Claim Pending	Management
Insurance – Employee	Last Completed Financial Year	Audit, Management
Title Deeds, Agreements, Leases etc.	Indefinite	Audit, Management
Agendas	Most Recent Meeting	Management
Minutes	Indefinite	Archive
Members' Declaration of Interests	Lodged with Monitoring Officer	Management

### 3. RETENTION OF DOCUMENTS FOR LEGAL PURPOSES

- 3.1. Most Legal proceedings are governed by the “Limitations Act” which states that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question.
- 3.2. If a type of legal proceeding falls into two or more categories, the documentation will be kept for the longer of the limitation periods.
- 3.3. As there is no limitation period in respect Breach of Trust, the Council will retain all Trust Deeds and Schemes and other similar documentation.
- 3.4. The table below sets out the limitation periods for the different categories of claim

Category	Limitation Periods
Limitation period Negligence (and other Torts)	6 Years
Defamation	1 Year
Contract	6 Years
Leases	12 Years
Sums recoverable by Statute	6 Years
Personal injury	3 Years
To recover Land	12 Years
Rent	6 Years
Breach of Trust	None

### 4. Other documents not mentioned in above will be treated as follows:

- All planning documents are available on the East Suffolk website.
- Copies of Structure Plans, Local Plans and similar documents shall be obtained, if required, from the Planning Authority.
- Copies of circulars and legal topic notes from SALC and NALC shall be obtained, if required, from those bodies.
- All correspondence will be kept for as long as the matter is still of interest or use to the Council and/or the parish.

Adopted: 27 May 2026

Next Review: May 2027