

Curbridge and Lew Parish Council GDPR Date Retention Policy

The following table shows the schedule.

Document	Min Retention Period	Location Retained
Minutes	Indefinite	Clerk, Parish Hall, WODC
Agenda	5 years	Clerk, Parish Hall
Receipts & Payments	Indefinite	Clerk, Parish Hall, WODC
Bank statements	Last Audit	Clerk
Cheque stubs/paying in	Last Audit	Clerk
Petty cash	6 years	Clerk, Parish Hall
Insurance policy	Current year	Clerk
Insurance policy nos	Indefinitely	Clerk, Parish Hall, WODC
Public Liability	40 years	Clerk, Parish Hall, WODC
Payroll	12 years	Clerk, Parish Hall, WODC
VAT	6 years	Clerk, Parish Hall
Playground inspection	21 years	Clerk, Parish Hall, WODC
Quotations	6 years	Clerk, Parish Hall
Electoral Roll	Current year	Clerk, WODC
Correspondence	As appropriate	Clerk
Planning Applications	1 year	Clerk, WODC
Parish Hall lettings	6 years	Clerk
Investments	Indefinite	Clerk
Title deeds etc	Indefinite	Clerk
Local historical info	Indefinite	Parish Hall

Curbridge and Lew Parish Council
June 2018