FORRABURY & MINSTER
Parish Council
1919

Document Retention Policy

Forrabury and Minster Parish council retain documentation in line with Archives and Cornish Studies Service (ACSS) Town and Parish Council records: document retention schedule 2025.

Click here for full ACSS Document

The Parish Council believe the following items are only, currently applicable.

	Type of Record	**Keep in Council for**	**Final Decision**
	Administration		
1	Minutes of Council and committees (signed)	4 years	Preserve
3	Councillors' declarations of acceptance of office	Term of office + 4 years	Preserve
4	Correspondence and other papers on routine administration	4 years	Destroy
10	Council/Member Register of Interests	1 Year after Councillor /Member ceases role	Destroy
	Allotments		
19	Register of tenants, plot maps	4 years	Preserve
	Financial Records		
22	Annual audited accounts	7 years	Preserve
23	Ledgers (Historic)	7 years	Preserve
25	Insurance policies and associated risk assessments	40 years	Destroy
	Legal Records		
28	Deeds, statutory documents, title deeds, other documents relating to title, acquisition, purchase, disposal or rights over Council property; statutory notices, orders, plans, surveys, leases, agreements and contracts etc	Transfer to KK as soon as there is no longer and administrative requirement	Preserve
	Other administrative and financial records that can be destroyed		
	Scale of fees and charges	Until replaced by new charges	Destroy
	Bank Statements including deposit/saving accounts, bank paying in books & cheque stubs	Last completed audit year	Destroy
	Paid Invoices and cheques	7 Years	Destroy
	VAT Records	7 Years	Destroy
	Precept books and contribution orders	7 years	Destroy
	Forrabury & Minster additional items		
	Meeting Recordings (if made)	Destroy when minutes approved	Destroy
	Emails (see correspondence 4 above)	4 Years	Destroy