



BINEGAR PARISH COUNCIL

How long we keep records

For as long as an individual consents

Mailing list data

Permanently

We pass these to Somerset Archive to consider for historical records

Minutes – Parish Council signed

Councillors' declarations of office and registers of interests

Byelaws and orders

Title deeds, property registers and terriers

Maps, plans and surveys of Council property

Finance: Receipts and payments books and annual accounts

Photographs (annotated with dates/event/place)

Send for review

We pass these to Somerset Archive to consider whether or not to keep as historical records

Parish appraisals and plans

Leases, agreements, contracts and wayleaves

Cemetery plan, register of purchased rights for graves and memorials, burials and interments

Interment applications, disposal certificates

Discard when no longer needed

Policy documents

Agenda

Scales of fees and charges

Keep for 7 years

Insurance policies and risk assessments

Keep for 6 years

Staff employment files

Bank statements, paying in books, cheque book stubs, paid invoices and VAT records

Keep for 5 years

Annual playground inspection reports and visual inspection reports

Monthly reports to Parish Council

Keep for 2 years

Quotations and tenders