



## ***BINEGAR PARISH COUNCIL***

### How long we keep records

#### **For as long as an individual consents**

Mailing list data

#### **For ever**

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)

#### **Possibly for ever**

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

#### **Keep for 18 years**

Annual playground inspection reports and visual inspection reports

Monthly reports to Parish Council

#### **Keep for 7 years**

Insurance policies and risk assessments

Staff employment files

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

#### **Keep for 2 years**

Quotations and tenders

#### **Discard when no longer needed**

Policy documents

Agenda

Scales of fees and charges

Adopted July 2018