

RETENTION GUIDELINES FOR COMMUNITY COUNCILS

RECORD TYPE	RETENTION PERIOD	ACTION	NOTES
Minutes (Signed)	Permanent	Keep	Good practice. Keep as a historical record of the Council's activities and views on local issues.
Minutes - duplicate	Current	Destroy	Destroy other copies of minutes as soon as they are no longer needed
Secretary's notes of meeting	Keep until minutes approved at the next meeting	Destroy	Common practice.
General Correspondence	3 years	Destroy	No legal requirement, how long is it useful to you?
Correspondence relating to planning applications and rights of way	5 years	Destroy	No legal requirement, how long is it useful to you?
Circulars and reports from Fife Council and other bodies	Current	Destroy	Common practice destroy when superseded or no longer needed for reference

Annual statement of accounts and main account book	Permanent	Keep	Good practice. Keep as a historical record of the Council's activities and views on local issues. (Statutory requirement to keep for minimum of current financial year plus 6 years)
Invoices, receipts, cheque stubs, bank statements, bank paying in book, petty cash records, insurance claims	Current financial year plus 6 years	Destroy	Statutory. (VAT regulations & may be required for Audit)
Complaints	5 years	Destroy	Common practice