

ARP DOCUMENT/RECORD RETENTION

ARP DOCUMENT/RECORD RETENTION	
Accounting - General	Period
Year End Final Accounts	6 years
Monthly Reconciliations	3 years
Govt Returns	3 years
Payment slips	3 years
Audit	Period
Permanent File Information	Indefinitely.
Working paper files	Until next audit (unless of a special nature, e.g. fraud)
Computer Records	Period
Computer Logs	6 years
Control Reports	3 years
Contract Records	Period
Contract Documents (not sealed)	2 Years after contract expiry
Contract Documents (under seal)	3 Years after contract expiry
Contract Payment Certificates (Office Copies)	1 year
Contracts Register	Indefinitely
Final Account Documents	12 years
Register of Tenders/Quotations	Indefinitely
Unsuccessful Tenders/Quotations	1 year
Council Tax / NNDR / Community Charge	Period
Charges information, etc.	6 years
Computer Log print-outs	2 years
Correspondence	6 years
Valuation Officer's Directions	Indefinitely
Valuation/Banding lists	Indefinitely
Creditors	Period
Petty Cash Claims (Departmental Copy)	1 year
Housing Benefit	Period
Claim forms, supporting documents and correspondence	3 years
Payment listings	6 years
Salaries and Wages	Period
BACS Control Records	6 years
Time Sheets	3 years