

<b>Appendix A</b>	
<b>ARP DOCUMENT/RECORD RETENTION</b>	
<b>Accounting - General</b>	<b>Period</b>
Year End Final Accounts	6 years
Monthly Reconciliations	3 years
Govt Returns	3 years
Payment slips	3 years
<b>Audit</b>	<b>Period</b>
Permanent File Information	Indefinitely.
Working paper files	Until next audit (unless of a special nature, e.g. fraud)
<b>Computer Records</b>	<b>Period</b>
Computer Logs	6 years
Control Reports	3 years
<b>Contract Records</b>	<b>Period</b>
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
<b>Council Tax / NNDR</b>	<b>Period</b>
Charges information, etc.	6 years
Computer Log print-outs	2 years
Correspondence & supporting documents (paper)	3 months (prev 6 years)+A1
Correspondence & supporting documents (electronic)	6 years for live claims
Valuation Officer's Directions	Indefinitely
Valuation/Banding lists	Indefinitely
<b>Creditors</b>	<b>Period</b>
Petty Cash Claims (Departmental Copy)	1 year
<b>Housing Benefit</b>	<b>Period</b>
Claim forms, supporting documents and correspondence	3 months
Payment listings	6 years
<b>Salaries and Wages</b>	<b>Period</b>
BACS Control Records	6 years
Time Sheets	3 years