



SAFFRON WALDEN TOWN COUNCIL

Retention of Documents

Version	Adopted Date	Minute Reference	Review Date
1	October 2017		As statute changes and guidance recommends

Retention of Documents

Saffron Walden Town Council agree to comply with Legal Topic Note 40 – Retention of documents required for the Audit of Parish Councils. For examples please see table attached.

These guidelines are issued by NALC and are subject to change at NALC recommendation. SWTC will update the retention of documents as per the recommendation of NALC as and when Note 40 changes.

Review dates are set by NALC and SWTC will review these under NALC guidelines and statute.