

**Appendix A: List of Documents for Retention or Disposal**

|  |  |
| --- | --- |
| **Adopted** | **11/09/2023** |
| **Agenda Reference** | **23/067/FPC** |
| **Review Date** | **09/2026** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Document** | **Minimum Retention Period** | **Reason** | **Disposal** |
| Minutes | Indefinite. Archive after administrative use. | Archive/Public Inspection | Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. |
| Agendas | 5 years | Management | Bin (shred confidential waste) |
| Standing Orders, Code of Conduct | Indefinite. Archive after superseded. | Archive/Public Inspection | N/A |
| Byelaws | Indefinite. Archive after administrative use. | Archive/Public Inspection | N/A |
| **Document** | **Minimum Retention Period** | **Reason** | **Disposal** |
| Policies, business plans, annual reports, asset registers | Indefinite. Archive after superseded. | Archive/Public Inspection | N/A |
| Title deeds, leases, licences, legal agreements and contracts (including burial plot licences). | Indefinite | Audit/Management/Archive/Public Inspection | N/A |
| Complaints Record | 6 years | Common Practice | Confidential waste |
| Accident/incident reports | 20 years | Potential claims | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Funding Documents | 6 years after funded project complete or longer if required by funder. | Common Practice | Confidential waste |
| Scales of fees and charges | 6 years | Management | Bin |
| Receipt and payment accounts ledgers and statements | Indefinite | Archive | N/A |
| Receipt books of all kinds | 6 years | VAT | Bin |
| Bank statements including deposit/savings accounts | 12 years | Audit/HMRC/Limitations Act 1980 | Confidential waste |
| Bank paying-in books | 12 years | Audit/HMRC/Limitations Act 1980 | Confidential waste |
| Cheque book stubs | 12 years | Audit/HMRC/Limitations Act 1980 | Confidential waste |
| Quotations and tenders | 6 years | Limitation Act 1980 (as amended) | Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| **Document** | **Minimum Retention Period** | **Reason** | **Disposal** |
| Paid invoices | 6 years except where for capital goods with guarantees in excess of 6 years. | VAT/Proof of purchase | Confidential waste |
| VAT records | 6 years generally but 20 years for VAT on rents | VAT | Confidential waste |
| Petty cash, postage and telephone books | 12 years | Tax, VAT, Limitation Act 1980 (as amended) | Confidential waste |
| Timesheets | 3 years after last completed audit year. | Audit (requirement)Personal injury (best practice) | Bin |
| Wages books/payroll | 12 years | Superannuation | Confidential waste |
| Statutory accounts and audits | Indefinite. Archive when superseded. | Archive/Public Inspection | N/A |
| Insurance policies | While valid (but see next two items below) | Management | Bin |
| Insurance company names and policy numbers | Indefinite | Management | N/A |
| Insurance claims | 7 years | Common practice | Confidential waste |
| Certificates for insurance against liability for employees | 40 years from date on which insurance commenced or was renewed | The Employers’ Liability (Compulsory Insurance) Regulations 1998 (SI 2753)Management | Bin |
| Parish Council Park equipment inspection reports | 21 years | Audit, Management | Bin |
| Loans | 7 years after repayment | Common practice | Confidential waste |
| **Document** | **Minimum Retention Period** | **Reason** | **Disposal** |
| Investments | Indefinite | Audit, Management | N/A |
| Members’ allowances register | 6 years | Tax, Limitation Act 1980 (as amended) | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Salary, wage and tax documents | 12 years | HMRC | Confidential waste |
| Email, fax, scanned and other electronic documents | Normally 2 years after closure of case except if recurrence or future reference is anticipated. | Management |  |
| Information from other bodiese.g. circulars from county associations, NALC, principal authorities | Retained for as long as it is useful and relevant |  | Bin |
| Local/historical information | Indefinite – to be securely kept for benefit of the Parish | Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recordinginformation). | N/A |
| **Document** | **Minimum Retention Period** | **Reason** | **Disposal** |
| Press Releases | 3 years | Common Practice | Bin |
| Magazines and journals | Council may wish to keep its own publicationsFor others retain for as long as they are useful and relevant. |  | Bin if applicable |
| To ensure records are easily accessible it is necessary to comply with the following:* A list of files stored in cabinets will be kept
* Electronic files will be saved using relevant file names
 | The electronic files will be backed up in the cloud-based programme supplied by the Council’s software system. | Management | Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste.A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Document** | **Minimum Retention Period** | **Reason** | **Disposal** |
| General correspondence | Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept.Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests. | Management | Bin (shred confidential waste)A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Recruitment documents including job announcements, person specifications, job description | 5 years | Management | Bin |
| Documents on persons not hired including CVs, application letters, interview notes | 1 year | Common practice | Confidential waste |
| **Document** | **Minimum Retention Period** | **Reason** | **Disposal** |
| Equal opportunities claims, statutory maternity/paternity pay and leave records | 3 years after current tax year |  | Confidential waste |
| Accident or injury at work papers | 7 years after closure of incident. |  | Confidential waste |
| Personnel Administration | 6 years after person leaves Council except staff working with children (25 years) | Statutory. Prior to destruction of files, a summary of service record must be created. | Confidential waste |
| References | 5 years after leaving Council | Insurance | Confidential waste |
| Legal/Litigation | Minimum 7 years after matter is resolved. Key documents may be archived. | Limitation Act 1980 | Confidential waste where destroyed. Archive documents for historic/public inspection. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Document** | **Minimum Retention Period** | **Reason** | **Disposal** |
| **Play Park** |  |  |  |
| Invoices | 6 years | VAT | Confidential wasteA list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| **Planning** |  |  |  |
| Applications | 1 year | Available indefinitely on LPA portal | Bin |
| Appeals | 1 year unless significant development | Management | Bin |
| Trees | 1 year | Management | Bin |
| Local Development Plans | Retained as long as in force | Reference | Bin |
| Local Plans | Retained as long as in force | Reference | Bin |
| Neighbourhood Plans | Indefinite – final adopted plans | Historical purposes | N/A |
| **Office Administration** |  |  |  |
| Recording of Meetings | Until minutes produced | Data protection/GDPR | Delete once minutes produced unless being held for evidence that may be requested by an outside agency ie Police. |
| Photographs/digital prints | 31 days | Data protection | Confidential waste |