

Bilsington Parish Council Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive		Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority
Agendas	5 years	Management		Bin (shred 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 General Data Protection Regulation
Scale of fees and charges	6 years	Management		Bin
Receipt and payment accounts	Indefinite	Archive		N/A
Receipt book of all kinds	6 years	VAT		Bin
Bank statements including	Last completed audit year	Audit		Confidential waste

deposit/savings accounts				
Bank paying-in books	Last completed audit year	Audit		Confidential waste
Cheque book stubs	Last completed audit year	Audit		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 General Data Protection Regulation.
Paid invoices	6 years	VAT		Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)		Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT		Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)		Confidential waste
Timesheets	Last completed audit year. 3 years	Audit (requirement) Personal injury (best practice)		Bin
Wages books/payroll	12 years	Superannuation		Confidential waste
Insurance policies	While valid (but see next two items below)	Management		Bin
Insurance company names and policy numbers	Indefinite	Management		N/A
Certificates for insurance against liability for employees	40 years from date on which insurance	The Employers' Liability (Compulsory Insurance)		Bin

	commenced or was renewed	Regulations 1998 (SI 2753) Management		
Investments	Indefinite	Audit, management		N/A
Title deeds, leases, agreements, contracts	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 General Data Protection Regulation.
Information from other bodies e.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 the 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 recording information).		N/A
Magazines and journals	Council may wish to keep its own publications	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a		Bin if applicable

	For others retain for as long as they are useful and relevant	local council which after 1 st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.		
	Record-keeping			
To ensure records are easily accessible it is necessary to comply with the following: <ul style="list-style-type: none"> • A list of files stored in cabinets will be kept • Electronic files will be saved 	The electronic files will be backed up periodically on a portable hard drive.	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

using relevant file names				General Data Protection Regulation.
General correspondence	Unless it relates to specific categories outlined in 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		Bon (shred confidential waste). A list will be kept of those documents disposed of to meet the requirements of the General Data Protection Regulation.
Correspondence relating to staff	If related to audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3 – 6 months. Recommend this period be for 3 years	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the General Data Protection Regulation.
Documents from legal matters, negligence and other torts				

	<p>Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods.</p>			
Negligence	6 years			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the General Data Protection Regulation.
Defamation	1 year			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the General Data Protection Regulation.
Contract	6 years			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the General Data Protection Regulation.
Leases	12 years			Confidential waste
Sums recoverable by statute	6 years			Confidential waste
Personal injury	3 years			Confidential waste
To recover land	12 years			Confidential waste
Rent	6 years			Confidential waste

Breach of Trust	None			Confidential waste
Trust deeds	Indefinite			N/A
	Planning papers			
Applications	1 year	Management		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