

Chepping Wycombe Parish Council Appendix A: List of Document for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Bound Minute Book	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage.
Agendas	Indefinite	Archive	Bound Minute Book	Part of archive – as above
Accident/incident reports	20 years	Potential claims	Locked in cupboard	Confidential waste a list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
Scales of fees and charges	6 years	Management	Computer password protected	Bin
Receipt and payment accounts	6 years	Archive	Accounts office filing	N/A
Receipt books of all kinds	6 years	VAT	Accounts office filing	Bin
Bank statements including deposit/savings accounts	6 years	Audit	Accounts office filing	Confidential waste
Bank paying in books	6 years	Audit	Safe	Confidential waste
Cheque book stubs	6 years	Audit	Safe	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Accounts office filing	Confidential waste a list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
Paid invoices	6 years	VAT	Accounts office filing	Confidential waste
VAT records	6 years – 20 years for VAT on rents	VAT	Accounts office filing	Confidential waste
Petty cash	6 years	VAT – Limitation Act 1980 (as amended)	Accounts office filing	Confidential waste
Payroll	12 years	Superannuation	Accounts office filing	Confidential waste
Insurance policies	While valid	Management	Accounts office filing	Bin
Insurance company names and policy numbers	Indefinite	Management	Accounts office filing	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
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	Accounts office filing	Bin
Play inspection reports	21 years			
Investments	Indefinite	Audit/Management	Accounts office filing	N/A
Title deeds/leases/agreements/contracts	Indefinite	Audit/Management	Safe	N/A
Members' allowances	6 years	Limitation Act 1980 (as amended)	Accounts office filing	Confidential waste a list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
Information from other bodies eg circulars from county associations, NALC etc	Retained for as long as it is useful and relevant			Bin
Local/historical information	Indefinite – to be securely kept for benefit of the parish	Council 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	Council chamber	N/A
Magazines and journals	Council may wish to keep its own publications. For others retain for as long as they are useful and relevant	The Legal Deposit Libraries Act 2003 requires a local council which after 1 Feb 2004 has published works in print to deliver, at its own expense, a copy of them to the British Library Board. Printed works as defined by the 2003 Act publish by a local council therefore constitute materials which the British Library holds.		Bin if applicable

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RECORD KEEPING				
<p>To ensure records are easily accessible it is necessary to comply with the following;</p> <ul style="list-style-type: none"> • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names 	<p>The electronic files will be backed up hourly to a cloud based programme supplied by the Council's IT company</p>	<p>Management</p>		<p>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.</p>
<p>General correspondence</p>	<p>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</p>	<p>Management</p>		<p>Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations</p>
<p>Correspondence relating to staff</p>	<p>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. Recommended period being 3 years</p>	<p>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</p>		<p>Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations</p>

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DOCUMENTS FROM LEGAL MATTERS, NEGLIGENCE AND OTHER TORTS				
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 others periods specified the documentation should be kept for the longer period. Some types of legal proceedings may fall within two or more categories. If in doubt keep for the longest of the three limitation periods.				
Negligence	6 years			Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
Defamation	1 year			Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
Contract	6 years			Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
Sums recoverable by statute	6 years			Confidential waste
Personal injury	3 years			Confidential waste
To recover land	12 years			Confidential waste
Breach of trust	None			Confidential waste
FOR HALL, CENTRES, RECREATIONS GROUNDS				
Application to hire Invoices	6 years	VAT	Account office filing	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
Terms and conditions	6 years	Management	Computer password protected	Bin
Event monitoring forms	6 years unless required for claims, insurance or legal purposes	Management	Account office filing	Bin A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
ALLOTMENTS				
Register and plans	Indefinite	Audit/Management	Computer password protected	N/A
Legal papers	Indefinite	Audit/Management	Safe	N/A

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CEMETERIES				
<ul style="list-style-type: none"> • Register of fees collected • Register of burials • Register of purchase graves • Register/plan of grave spaces • Register of memorials • Applications for interment • Applications for right to erect memorials • Disposal certificates • Copy certificate of grant of exclusive right of burial 	Indefinite	Archives Local Authorities Cemeteries Order 1977 (SI 204)		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	Retain as long as in force	Reference		Bin
Local Plans	Retain as long as in force	Reference		Bin
Town/Neighbourhood Plans	Indefinite – final adopted plan	Historical purposes		N/A