

SACRISTON PARISH COUNCIL

APPENDIX A: LIST OF DOCUMENTS FOR RETENTION OR DISPOSAL.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Parish Rooms / DCC 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.
Agenda	5 Years	Management	Clerk's computer	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 GDPR regulations.
Scales of fees and charges	6 Years	Management		Bin
Receipt and Payment accounts	Indefinite	Archive	Audit file	N/A
Receipt books of all kinds	6 Years	VAT	N/A	Bin
Bank statements including deposit / savings accounts.	Last completed audit year	Audit	Clerk's home	Confidential waste

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Bank paying-in books	Last completed audit year	Audit	Clerk's home	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Clerk's home	Confidential waste
Quotations and Tenders	6 Years	Limitation Act 1980 (as amended)	Clerk's home	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	Clerk's home / Parish rooms	Confidential waste
Paid cheques	6 Years	Limitation Act 1980 (as amended)	Clerk's home / Parish rooms	Confidential waste
VAT Records	6 Years generally but 20 Years for VAT on rents.	VAT	Clerk's home / Parish rooms	Confidential waste
Petty cash/Postage and Telephone books	6 Years	Tax, VAT, Limitation Act 1980 (as amended)	Clerk's home / Parish rooms	Confidential waste
Timesheets	Last completed audit year. 3 Years	Audit (requirement) Personal Injury (best practice)	Clerk's home / Parish rooms	Bin
Wages books / Payrolls	12 Years	Superannuation	Clerks home / Parish rooms	Confidential Waste
Insurance Policies	While valid (but see next two items below)	Management	Clerks home / Parish rooms	Bin

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Insurance company names and policy numbers	Indefinite	Management	Clerks home / Parish rooms	N / A
Certificates for insurance against liability for employees	40 Years from date on which insurance commenced or was renewed.	The Employer's Liability (Compulsory Insurance) Regulations 1981 (SI2753) Management.	Clerks home / Parish rooms	Bin
Investments	Indefinite	Audit, Management		N/A
Title deeds, Leases, Agreements, Contracts	Indefinite	Audit, Management	Parish Rooms	N/A
Members Allowance Register	6 Years	Tax, Limitation Act 1980 (as amended)	N/A	Confidential waste. A list will be kept of those documents disposed to meet the requirements of GDPR regulations
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Clerks home / Parish rooms	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/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)	Parish Rooms	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
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 (the 2003 Act) requires a 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 constitutes materials which the British Library holds.	Parish Rooms	Bin if applicable
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; 	The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied	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

<ul style="list-style-type: none"> Electronic files will be saved using relevant file names 	by the councils I.T. company			documents disposed of to meet the requirements of the GDPR regulations.
General correspondence	<p>Unless it relates to specific categories outlined in the policy, both paper and electronic should be kept.</p> <p>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>	Management		<p>Bin (shred confidential waste).</p> <p>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>
Correspondence relating to staff	<p>If related to Audit, see relevant sections above.</p> <p>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.</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</p>		<p>Confidential waste.</p> <p>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>

	Likely time limits for tribunal claims between 3-6 months recommend this period for 3 years.	of any related legal claims made against the council.		
Documents from legal matters, negligence and other torts. Most legal proceedings are governed by the Limitations Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specific 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.				
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.
Leases	12 Years			Confidential waste
Sums recoverable by statute	6 Years			Confidential waste

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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
For Halls, Centres, Recreation Grounds				
<ul style="list-style-type: none"> • Application to hire • Invoices • Record of tickets issued 	6 Years	VAT	Clerks home / Parish rooms	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Lettings diaries	Electronic files linked to accounts	VAT		N/A
Terms and Conditions	6 Years	Management	Clerks home / Parish rooms	Bin
Event Monitoring Forms	6 Years unless required for claims, insurance or legal purposes.	Management		Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
For Allotments				
Register and Plans	Indefinite	Audit, Management	Allotment Association	N/A
Minutes	Indefinite	Audit, Management	Allotment Association	N/A
Legal papers	Indefinite	Audit, Management	Allotment Association	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
For Burial Grounds				
<ul style="list-style-type: none"> • Register of fees collected; • Register of burials; • Register of purchased graves; • Register / Plan of grave spaces; • Register of memorials; • Application for interment; • Application for right to erect memorials; • Disposal certificates • Copy certificates of grant of exclusive right of burial 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204)	N/A	N/A
Planning Papers				
Applications	1 Year	Management	Retained by DCC	Bin
Appeals	1 Year unless significant development	Management	Retained by DCC	Bin
Trees	1 Year	Management	Retained by DCC	Bin
Local Development Plans	Retained as long as in force	Reference	Retained by DCC	Bin
Local Plans	Retained as long as in force	Reference	Retained by DCC	Bin

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Town / Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	N/A	N/A
C.C.T.V.				
Daily notes	Daily	Data protection	N/A	Confidential waste
Radio rotas	1 week	Management	N/A	Confidential waste
Work rotas	1 month	Management	N/A	Confidential waste
Observation sheets	3 Years	Data Protection	N/A	Confidential waste
Stats	3 Years	Data protection	N/A	Confidential waste
Signing in Sheets	3 Years	Management	N/A	Confidential waste
Review requests	3 Years	Data protection	N/A	Confidential waste
Discs – master and working	For as long as is required	Data protection	N/A	Confidential waste
Internal Operations Procedure Manual	Destroy on renewal. Review annually	Management	N/A	Confidential waste
Code of Practice	Destroy on renewal. Review annually	Management	N/A	Confidential waste
Photographs / Digital prints	31 Days	Data Protection	N/A	Confidential waste