

# Rayne 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		Shred
Internal recording of meetings (audio or video)	After minutes have been signed	Management		Delete from cloud
Accident/incident reports	20 years	Potential claims		Shred
Scales of fees and charges	6 years	Management		Shred
Receipt and payment accounts	Indefinite	Archive		N/A
Receipt books of all kinds	6 years	VAT		Shred
Bank statements including deposit/savings accounts	Last completed audit year	Audit		Shred
Bank paying-in books	Last completed audit year	Audit		Shred
Cheque book stubs	Last completed audit year	Audit		Shred
Quotations and tenders	6 years	Limitation Act 1980 (as amended)		Shred
Paid invoices	6 years	VAT		Shred
Paid cheques	6 years	Limitation Act 1980 (as amended)		Shred
VAT records	6 years generally but 20 years for VAT on rents	VAT		Shred

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Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)		Shred
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)		Shred
Wages books/payroll	12 years	Superannuation		Shred
Insurance policies	While valid (but see next two items below)	Management		Shred
Insurance company names and policy numbers	Indefinite	Management		N/A
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		Shred
Town Park equipment inspection reports	21 years			Shred
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)		Shred
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant			Shred
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		N/A

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		such records (defined as materials in written or other form setting out facts or events or otherwise recording information).		
Magazines and journals	<p>Council may wish to keep its own publications</p> <p>For others retain for as long as they are useful and relevant.</p>	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 <sup>st</sup> 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.		Bin if applicable
	<b>Record-keeping</b>			
To ensure records are easily accessible it is necessary to comply with the following:	The electronic files will be backed up periodically on a portable hard drive and	Management		Documentation no longer required will be disposed of, ensuring any confidential

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<ul style="list-style-type: none"> <li>A list of files stored in cabinets will be kept</li> <li>Electronic files will be saved using relevant file names</li> </ul>	also in the cloud-based programme supplied by the Council's IT company.			documents are destroyed by shredding. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
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.
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.		Shred A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

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	<b>Documents from legal matters, negligence and other torts</b> 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.			
Negligence	6 years			Shred. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year			Shred. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years			Shred. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years			Shred
Sums recoverable by statute	6 years			Shred
Personal injury	3 years			Shred
To recover land	12 years			Shred

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Rent	6 years			Shred
Breach of trust	None			Shred
Trust deeds	Indefinite			N/A
<b>For Halls, Centres, Recreation Grounds</b>				
<ul style="list-style-type: none"> <li>• Application to hire</li> <li>• Invoices</li> <li>• Record of tickets issued</li> </ul>	6 years	VAT		Shred 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		Shred
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management		Shred. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

	<b>For Burial Grounds (extension only)</b>			
<ul style="list-style-type: none"> <li>• Register of fees collected</li> <li>• Register of burials</li> <li>• Register of purchased graves</li> <li>• Register/plan of grave spaces</li> <li>• Register of memorials</li> </ul>	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204)		N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
<ul style="list-style-type: none"> <li>• Applications for interment</li> <li>• Applications for right to erect memorials</li> <li>• Disposal certificates</li> <li>• Copy certificates of grant of exclusive right of burial</li> </ul>				
	<b>Planning Papers</b>			
Applications	1 year	Management		Shred
Appeals	1 year unless significant development	Management		Shred
Trees	1 year	Management		Shred
Local Development Plans	Retained as long as in force	Reference		Shred
Local Plans	Retained as long as in force	Reference		Shred
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes		N/A
	<b>CCTV</b>			
Daily notes	Daily	Data protection		Shred
Radio rotas	1 week	Management		Shred
Work rotas	1 month	Management		Shred
Observation sheets	3 years	Data protection		Shred
Stats	3 years	Data protection		Shred
Signing in sheets	3 years	Management		Shred
Review requests	3 years	Data protection		Shred
Discs – master and working	For as long as required	Data protection		Shred
Internal Operations Procedure Manual	Destroy on renewal Review annually	Management		Shred

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Code of Practice	Destroy on renewal Review annually	Management		Shred
Photographs/digital prints	31 days	Data protection		Shred

**Date effective from: 4<sup>th</sup> June 2018**

**Last review date: November 2024**

**Next review date: November 2027**