



Battle Town Council



DOCUMENT RETENTION SCHEME

1. Introduction

- 1.1 The Council recognises the need to retain documentation for audit purposes, staff management, tax liabilities, and the eventuality of legal disputes and proceedings.
- 1.2 In agreeing a document retention scheme, the Council has addressed these needs, and taken into account its obligations under the Local Government Act 1972, the Audit Commission Act 1998, the Public Records Act 1958, the Data Protection Act 1998, the Employers' Liability (Compulsory Insurance) Regulations 1998, the Limitation Act 1980, the Employments Rights Act 1996, the Local Authorities Cemeteries Order 1977, the Local Government (Records) Act 1962, the Freedom of Information Act 2000, the Lord Chancellor's Code of Practice on the Management of Records Code 2002 [and the East & West Sussex Parish Council's Retention Schedule](#)
- 1.3 [Documents for permanent retention are retained at the Record Office \(The Keep, Brighton\) in accordance with East & West Sussex Parish Councils retention schedule. Documents with identified retention requirement are held at either the Council Offices or a designated record storage centre](#)

2. Retention of documents for legal purposes

- 2.1 Most legal proceedings are governed by the Limitation Act 1980. The 1980 Act provides that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question. The table below sets out the limitation periods for the different categories of claim.

Category	Limitation Period
Negligence (and other torts)	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal injury	3 years
To recover land	12 years



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Category	Limitation Period
Rent	6 years
Breach of trust	None

2.2 Some types of legal proceedings may fall into two or more categories. In these circumstances, the documentation should be kept for the longest of the differing limitation periods.

2.3 As there is no limitation period in respect of trusts, the Council will never destroy trust deeds and schemes and other similar documentation.

2.4 Some limitation periods can be extended. Examples include:

- where individuals first become aware of damage caused at a later date (e.g. in the case of personal injury);
- where damage is latent (e.g. to a building);
- where a person suffers from a mental incapacity;
- where there has been a mistake or where one party has defrauded another or concealed relevant facts.

2.5 In such circumstances, the Council will weigh up (i) the costs of storing relevant documents and (ii) the risks of:

- claims being made;
- the value of the claims; and
- the inability to defend any claims made should relevant documentation be destroyed.

3. Document retention schedule

3.1 The Council has agreed a minimum document retention schedule, based on the obligations under the previously named Acts, Codes, Orders and Regulations.

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION
Minute books	Indefinite	Archive	BTC office
Council & Committee minutes and agenda papers (top copy)	Permanent	Archive	Record Office
Office copy of Council & Committee minutes	??	Reference	BTC office
Members declarations of acceptance of office	Permanent	Archive	Record office



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DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION
Members registers of interest	Permanent	Archive	Record office
Procedural standing orders	Permanent	Archive	Record Office
Publications issued by the Parish Council	Permanent	Archive	Record Office
Members allowances register	6 years	Tax, limitation Act 1980	BTC office / Record centre
Scale of fees and charges	6 years	Management	BTC office / record centre
Receipt and payment account(s)	Indefinite	Archive	Record office
Receipt books of all kinds	6 years	VAT	BTC office / Record centre
Bank statements, including savings/deposit accounts	Last completed audit year 6 years	Audit	BTC office / Record centre
Bank paying-in books	Last completed audit year 6 years	Audit	BTC office / Record centre
Cheque book stubs	Last completed audit year 6 years	Audit	BTC office / Record centre
Quotations and tenders	6 years after completion of the contract Successful – 15 years Unsuccessful – 3 years	Limitation Act 1980	BTC office / Record centre BTC office
Paid invoices	6 years	VAT	BTC office / Record centre
Paid cheques	6 years	Limitation Act 1980	BTC office / Record centre



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DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION
VAT records	6 years	VAT	BTC office / record centre
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980	BTC office / record centre
Timesheets	Last completed audit year 6 years	Audit	BTC office / Record centre
Wages books	12 years	Superannuation	BTC office / Record centre
Pension Contribution Records	6 years	Pensions Act 2014	BTC office / Record centre
Personnel records, including SSP and maternity records	6 years	Limitations Act 1980	BTC Office
Insurance policies	While valid	Management	BTC office
Certificates for insurance against liability for employees	40 years from date on which the insurance commenced or was renewed	Employers' Liability (Compulsory Insurance) Regulations 1998, Management	BTC office
Investments	Indefinite Sale or disposal of investment plus 6 years	Audit, Management	BTC office / Record centre
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Record office??
Correspondence & emails	1 year	Limitation Act 1980	BTC office
Accident Book	3 years	Reporting of Injuries, Diseases and Dangerous Occurrences Act 2013	BTC office



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DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION
For halls, centre, recreation grounds <ul style="list-style-type: none">• Application to hire• Lettings diaries• Copies of bills to hires• Record of tickets issued	6 years	VAT	BTC office / record centre
For allotments <ul style="list-style-type: none">• Register and plans• Allotment rent books	Indefinite Permanent	Audit, Management	BTC office /Record Office BTC Office / Record Office
For burial grounds <ul style="list-style-type: none">• Register of burials• Register of purchased graves• Register/plan of grave spaces• Register of memorials• Copy certificates of grant of exclusive right of burial• Applications for interment• Applications for rights to erect memorials• Register of fees collected• Disposal certificates	Indefinite Reviewable* 6 years	Archives, Local Authorities Cemeteries Order 1977	BTC / Record Office

*Reviewable (from E&WS Parish Council retention schedule) – review 7 years from closure date. An interim review is usually held at 12-15 years. Depositors are given to option to dispose or retain for period up to 25 years

3.2 The need to retain any documents not included in the above schedule should be considered on an individual basis. As a guide, and in the absence of any prevailing Act, Code, Order or Regulation to the contrary, documents may be destroyed if they are no longer of use or relevant. If in doubt, advice should be sought from the Town Clerk.

Adopted 16 June 2015