

EYTHORNE PARISH COUNCIL

APPENDIX A: LIST OF DOCUMENTS FOR RETENTION OR DISPOSAL

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Hard copy of Minutes book in the locked office and on loan to Heritage group. Electronic version on the website and saved on the laptop and backed up to computer in the office.	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	Electronic version on the website and saved on the laptop and backed up to computer in the office.	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	In the accident book in the office.	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	N/A	Bin
Receipts and payment accounts	Indefinite	Archive	In the office. Electronic version on the website and saved on the laptop and backed up to computer in the office.	N/A
Receipt books of all kinds	6 years	VAT	N/A	Bin

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Bank statements	Last completed audit year	Audit	In the office.	Confidential waste
Bank paying-in books	Last completed audit year	Audit	In the office.	Confidential waste
Cheque book stubs	Last completed audit year	Audit	In the office.	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	In the office.	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	In the office.	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	In the office.	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	In the office.	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	In the office.	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	In the office.	Bin
Wages books/payroll	12 years	Superannuation	In the office.	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	In the office.	Bin
Insurance company names and policy numbers	Indefinite	Management	In the office.	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	In the office.	Bin

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Park equipment inspection reports	21 years		In the office.	
Investments	Indefinite		N/A	N/A
Title deeds, leases agreements, contracts	Indefinite		With solicitor.	N/A
Members' allowances register	6 years	Tax, Limitation Act 980 (as amended)	N/A	Confidential waste. . A list will be kept of those documents disposed of to meet the requirements of the 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		In the office.	Bin
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 such records.	In the office.	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 (the 2003 Act) requires a local council which after 1st February 2004 has published works in print to deliver, at its own expense, a copy of them to the British Library Board.	In the office.	Bin if applicable

Document	Minimum Retention Period	Reason	Location Retained	Disposal
<p>Record keeping 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 	The electronic files will be backed up periodically on a portable USB stick and also on the desk top computer in the office.	Management	In the office and on the laptop.	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.
General correspondence	Unless it relates to specific categories, correspondence both paper and electronic should be kept for as long as they are needed for reference or accountability purposes	Management	On web-based email and in the office.	Bin (shred confidential waste). A list will be kept of those documents disposed of to meet 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.	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.	On web-based email and in the office.	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Documents from legal matters	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		In the office.	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year		In the office.	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years from the end of the project		In the office.	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years		In the office or at the solicitor.	Confidential waste.
Sums recoverable by statute	6 years		In the office.	Confidential waste.
Personal injury	3 years		In the office.	Confidential waste.
To recover land	12 years		In the office.	Confidential waste.
Rent	6 years		In the office.	Confidential waste.
Breach of trust	None		In the office.	Confidential waste.
Trust deeds	Indefinite		At the solicitor.	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
For Halls, Centres, Rec Grounds <ul style="list-style-type: none"> • Application to hire. • Invoices • Record of tickets issued 	6 years	VAT	In the office.	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Letting's diaries	Electronic files linked to accounts	VAT	N/A	N/A
Terms and Conditions	6 years	Management	N/A	Bin
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management	In the office.	Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
For Allotments: <ul style="list-style-type: none"> • Register and plans. • Minutes • Legal papers 	Indefinite	Audit, Management	In the office.	N/A
For Burial Grounds: <ul style="list-style-type: none"> • Register of fees collected. • Register of burials. • Register of purchased graves. • Register/plan of graves • Register of memorials. • Applications for interment • Applications for right to erect memorials. 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204)	N/A	N/A

<ul style="list-style-type: none"> Disposal certificates Copy certificates of grant of exclusive right of burial 				
Document	Minimum Retention Period	Reason	Location Retained	Disposal
Planning papers: <ul style="list-style-type: none"> Applications Appeals Trees 	1 year	Management	In the office.	Bin
Local Development Plans	Retained as long as in force	Reference	In the office.	Bin
Local Plans	Retained as long as in force	Reference	In the office.	Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	In the office.	N/A
CCTV: <ul style="list-style-type: none"> Review requests Photographs/digital prints 	3 years	Data protection	In the office.	Confidential waste
	31 days	Data protection		Confidential waste