

# BISHOPSTOKE PARISH COUNCIL

## DOCUMENT RETENTION POLICY

1. Documents shall be retained only if required by statute or they are likely to have some historical or practical value in the future. Documents shall include files, hard copies and e-mails each of which will be assessed according to the importance and sensitivity of the information held, the durability of the medium and the need for and facilities available for access.
2. Security arrangements shall be determined by the importance and sensitivity of the information and any restrictions on or rights of access to the material shall be protected in accordance with the Data Protection Act 1998 but will be disclosable in response to data subject requests.
3. The need for and quality of back up shall respect the importance and sensitivity of the material.
4. The length of time for which documents shall be retained shall be governed by the time legal proceedings may be brought, statutory requirements or sound management.
5. Most legal proceedings are governed by the 'Limitation Acts'. The Acts, notably the Limitation Act 1980, state that claims may not be commenced after a specified period. The specified period varies depending upon the type of claim in question and the table below sets out the limitation periods for different categories of claim.

Category	Limitation Period
Negligence and other Torts	6 years
Defamation	1 year
Contract	6 years or 12 years if under seal
Leases	throughout the term plus 12 years
Sums recoverable by statute	6 years
Personal injury	3 Years
To recover land	12 years
Rent	6 years
Breach of Trust	None

6. Certain statutory provisions require the retention of documents for certain periods including:

Document	Minimum retention period	Reason
Minute books	Indefinite	Archive
Council's Standing Orders	Until next update	Management
Registers of Members' Declarations	Until Member retires/resigns	Management
Meeting rough notes	Until minutes subsequently approved	Management
Electronic mail	Only if likely to be required for reference in an on-going situation	
Hard copy correspondence	as above	
Scales of fees and charges	5 years	Management
Receipts and payments accounts	Indefinite	Archive
Receipt books of all kinds	6 years	Management
VAT	6 years	Management
Bank statements	Last completed audit year	Management
Audit	Last completed audit year	Management
Bank paying in books	Last completed audit year	Management
Cheque book stubs	Last completed audit year	Management
Quotations and tenders	12 years/indefinite	
Paid invoices	6 years	Management
VAT records	6 years	Management

Paid cheques	6 years	Management
Petty cash, postage, telephone books	6 years	Management
Tax records	6 years	Management
Timesheets	Last completed audit year	Management
Audit	Last completed audit year	Management
Wages records	12 years	Management
Pensions records	12 years	Management
Insurance policies	Whilst valid	Management
Employers Liability certificate	40 years	Employers' Liability Regs 1998
Investments	Indefinite	Audit
Title Deeds, lease agreements	Indefinite	Audit
Contracts	Indefinite	Audit
<b>For recreation grounds</b>		
Hire applications	6 years	VAT
<b>For allotments</b>		
Registers, plans	Indefinite	Audit
<b>For Burial Grounds</b>		
Burials register	Indefinite	Archive
Purchased Graves Register	Indefinite	Archive
Site layout	Indefinite	Archive
Memorials Application Register	Indefinite	Archive
Disposal certificates	Indefinite	Archive
Copy of Exclusive Rights Certificate	Indefinite	Archive

*This policy was adopted by Bishopstoke Parish Council in May 2014*