

STRETE PARISH COUNCIL Appendix A: Schedule of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Council address	Original signed paper copies of Council minutes must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with Devon Records Office.
Agendas	5 years	Management	Council address	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	None held	Confidential waste. A list will be kept of documents disposed of to meet GDPR requirements.
Scales of fees and charges (hire of Helmers Field)	6 years	Management	Council address	Bin
Receipt and payment accounts	Indefinite	Archive	Council address	N/A
Receipt books of all kinds	6 years	VAT	None held	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	With accounts	Confidential waste
Bank paying-in books	Last completed audit year	Audit	With accounts	Confidential waste

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Cheque book stubs	Last completed audit year	Audit	With accounts	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	With accounts	Confidential waste. A list will be kept of documents disposed of.
Paid invoices	6 years	VAT	With accounts	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	With accounts	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	With accounts	Confidential waste
Petty cash, postage and telephone books (none held)	6 years	Tax, VAT, Limitation Act 1980 (as amended)	None held	Confidential waste
Timesheets (none compiled)	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	None held	Bin
Wages books/payroll	12 years	Superannuation	With accounts	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Filing cabinet council address	Bin
Insurance company names and policy numbers	Indefinite	Management	Filing cabinet and email	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
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	Filing cabinet and email	Bin
Chillington Park equipment inspection reports	21 years	Insurance claims	Play Inspection Online reports	
Investments	Indefinite	Audit, Management	N/A	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Filing cabinet council address	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	With accounts	Confidential waste. A list will be kept of documents disposed of to meet GDPR requirements.
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Council address	Bin
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts of records of general and local interest in order to promote the use of such records.	Council address	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Magazines and journals Parish Plan	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 requires a local council which has published works in print after 1 February 2004 to deliver, at its own expense, a copy of them to the British Library Board.	Website and hard copy at council address	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 • Electronic files will be saved using relevant file names 	The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT company.	Management	Council address or in Dropbox	Documentation no longer required will be disposed of, ensuring confidential documents are destroyed as confidential waste. A list will be kept of documents disposed of to meet GDPR requirements.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept for as long as it is needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management	Filing cabinet, Dropbox correspondence files or emails.	Bin (shred confidential waste). A list will be kept of documents disposed of to meet GDPR requirements.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
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 necessary. Likely time limits for tribunal claims between 3 and 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.	With accounts or in filing cabinet or emails.	Confidential waste A list will be kept of documents disposed of to meet GDPR requirements.
<p>Documents from legal matters, negligence and other torts</p> <p>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.</p>				
Negligence	6 years		N/A	Confidential waste. A list will be kept of documents disposed of to meet GDPR requirements.

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Defamation	1 year		N/A	Confidential waste. A list will be kept of documents disposed of to meet GDPR requirements.
Contract	6 years		N/A	Confidential waste. A list will be kept of documents disposed of to meet GDPR requirements.
Leases	12 years		None held	Confidential waste.
Sums recoverable by statute	6 years		N/A	Confidential waste.
Personal injury	3 years		N/A	Confidential waste.
To recover land	12 years		N/A	Confidential waste.
Rent	6 years		N/A	Confidential waste.
Breach of trust	None		N/A	Confidential waste.
Trust deeds	Indefinite		N/A	N/A
For Halls, Centres, Recreation Grounds				

Document	Minimum Retention Period	Reason	Location Retained	Disposal
<ul style="list-style-type: none"> • Application to hire • Invoices • Record of tickets issued 	6 years	VAT	Playing field hire details in filing cabinet.	Confidential waste. A list will be kept of documents disposed of to meet GDPR requirements.
Lettings diaries	Electronic files linked to accounts	VAT	N/A	N/A
Terms and Conditions	6 years	Management	No contracts at present.	Bin
Event Monitoring Forms Apple Day	6 years unless required for claims, insurance or legal purposes	Management		Bin. A list will be kept of documents disposed of to meet GDPR requirements.
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 • Applications for interment • Applications 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

Document	Minimum Retention Period	Reason	Location Retained	Disposal
For Allotments				
Register and plans	Indefinite	Audit, Management	N/A	N/A
Minutes	Indefinite	Audit, Management	N/A	N/A
Legal papers	Indefinite	Audit, Management	N/A	N/A
Planning Papers				
Applications	1 year	Management	District Council website	Bin
Appeals	1 year unless significant development	Management	District Council website	Bin
Trees	1 year	Management	District Council website	Bin
Local Development Plans	Retained as long as in force	Reference	Hard copy Council address and District Council website	Bin
Local Plans	Retained as long as in force	Reference	District Council website	Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	Parish Plan on website.	N/A

