

West Quantonhead Parish Council - Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
OFFICIAL COUNCIL RECORDS				
Signed Minutes and supporting documentation	Indefinite	Legal – 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	Permanently	Legal & Management		Bin (shred confidential waste)
Acceptance of Office	Permanently	Legal		
Accident/incident reports	20 years	Potential claims		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Declarations of interest	Permanently	Legal		
Scales of fees and charges	6 years	Management		Bin

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FINANCIAL RECORDS				
Receipt and payment accounts	Indefinite	Archive		N/A
Receipt books of all kinds	6 years	VAT		Confidential waste
Bank statements including deposit/savings accounts	6 years	Audit		Confidential waste
Bank paying-in books	Last completed audit year	Audit		Confidential waste
Bank Reconciliations	6 years	Legal/Audit		
Cheque book stubs	Last completed audit year	Audit		Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)		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		Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)		Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT		Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)		Confidential waste
Investments	Indefinite	Audit, Management		N/A
ASSETS				
Asset Register	10 years	Legal		
DONATION & SUBSCRIPTION RECORDS				
Government Grants if not now receiving	6 years	Legal		
Government Grants if still receiving	Permanently	Legal		

Document	Minimum Retention Period	Reason	Location Retained	Disposal
EMPLOYEE RECORDS				
Accident/incident	20 years	Potential claims		Confidential waste. A list will be kept
Amended Code Number Notice	6 years	Legal		
Employee Pay Slips	2 years	Audit		
Payment Changes	6 years	Legal		
Staff Personal Records	7 years after employment end	Legal		
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)		Bin
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.		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
PLANNING				
Planning Granted (All papers)	Until development completed	To check compliance		
Permission Granted on appeal (All papers)	Until development completed	To check compliance		
Permission Granted on appeal (decision notice)	Permanently	May set a precedent		
Permission refused	Until end of Appeal period			
Permission refused on appeal (decision notice)	Permanently	May set a precedent		
Structure & Local Plants etc	Until superseded	Management		

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GENERAL RECORD KEEPING				
To ensure records are easily accessible it is necessary to comply with the following: • 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		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 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.
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant			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 (defined as materials in written or other form setting out facts or events or otherwise recording information)		

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	Documents from legal matters, negligence and other torts 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			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years			Confidential waste.
Sums recoverable by statute	6 years			Confidential waste.
Personal injury	3 years			Confidential waste.
To recover land	12 years			Confidential waste.
Rent	6 years			Confidential waste.
Breach of trust	None			Confidential waste.
Trust deeds	Indefinite			N/A

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West Quantoxhead Parish Council do not Halls, Centres or Recreation Grounds, however, if this arose in the future the following would be followed				
For Halls, Centres, Recreation Grounds				
- Application to hire - Invoices - Record of tickets issued	6 years	VAT		Confidential waste 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		Bin
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management		Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
CCTV – only where applicable				
Daily notes	Daily	Data protection		Confidential waste
Radio rotas	1 week	Management		Confidential waste
Work rotas	1 month	Management		Confidential waste
Observation sheets	3 years	Data protection		Confidential waste
Stats	3 years	Data protection		Confidential waste
Signing in sheets	3 years	Management		Confidential waste
Review requests	3 years	Data protection		Confidential waste
Discs – master and working	For as long as required	Data protection		Confidential waste
Internal Operations Procedure Manual	Destroy on renewal Review annually	Management		Confidential waste
Code of Practice	Destroy on renewal Review annually	Management		Confidential waste
Photographs/digital prints	31 days	Data protection		Confidential waste

Document	Minimum Retention Period	Reason	Location Retained	Disposal
West Quantoxhead Parish Council do not have Allotments or Burial Grounds, however, if this arose in the future the following would be followed				
For Allotments				
Register and plans	Indefinite	Audit, Management		N/A
Minutes	Indefinite	Audit, Management		N/A
Legal papers	Indefinite	Audit, Management		N/A
For Burial Grounds				
• 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