

Wootton Parish Council
Appendix A- List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Clerk/Parish Council Computer	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	Parish Council Computer/Clerk	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Parish Council Computer/Clerk	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	Parish Council Computer/Clerk	Bin
Receipt and payment accounts	Indefinite	Archive	Parish Council Computer/Clerk	N/A
Receipt books of all kinds	6 years	VAT	Parish Council Computer/Clerk	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Parish Council Computer/Clerk	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Parish Council Computer/Clerk	Confidential waste

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Cheque book stubs	Last completed audit year	Audit	Parish Council Computer/Clerk	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Parish Council Computer/Clerk	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	Parish Council Computer/Clerk	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Parish Council Computer/Clerk	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	Parish Council Computer/Clerk	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Parish Council Computer/Clerk	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Parish Council Computer/Clerk	Bin
Wages books/payroll	12 years	Superannuation	Parish Council Computer/Clerk	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Parish Council Computer/Clerk	Bin
Insurance company names and policy numbers	Indefinite	Management	Parish Council Computer/Clerk	N/A

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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	Parish Council Computer/Clerk	Bin
Playground equipment inspection reports	21 years		Parish Council Computer/Clerk	Bin
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Parish Council Computer/Clerk	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Parish Council Computer/Clerk	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		Parish Council Computer/Clerk	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	Parish Council Computer/Clerk	N/A

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		materials in written or other form setting out facts or events or otherwise recording information).		
Newsletters	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 1 st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.	Parish Council Computer/Clerk	Bin if applicable

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	Record-keeping			
<p>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 	<p>The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme.</p>	<p>Management</p>	<p>Parish Council Computer/Clerk</p>	<p>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</p>

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				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	Parish Council Computer/Clerk	Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the 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 it was held. Likely time limits for	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	Parish Council Computer/Clerk	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

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	tribunal claims between 3–6 months Recommend this period be for 3 years	pensions, and in respect of any related legal claims made against the council.		
Negligence	6 years		Parish Council Computer/Clerk	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year		Parish Council Computer/Clerk	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years		Parish Council Computer/Clerk	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of

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Leases	12 years		Parish Council Computer/Clerk	Confidential waste.
Sums recoverable by statute	6 years		Parish Council Computer/Clerk	Confidential waste.
Personal injury	3 years		Parish Council Computer/Clerk	Confidential waste.
To recover land	12 years		Parish Council Computer/Clerk	Confidential waste.
Rent	6 years		Parish Council Computer/Clerk	Confidential waste.
Breach of trust & complaints	None		Parish Council Computer/Clerk	Confidential waste.
Trust deeds	Indefinite		Parish Council Computer/Clerk/Solicitor	N/A
	Planning Papers			
Applications	1 year	Management	Parish Council Computer/Clerk	Bin
Appeals	1 year unless significant development	Management	Parish Council Computer/Clerk	Bin
Trees	1 year	Management	Parish Council Computer/Clerk	Bin
Local Development Plans	Retained as long as in force	Reference	Parish Council Computer/Clerk	Bin
Local Plans	Retained as long as in force	Reference	Parish Council Computer/Clerk	Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	Parish Council Computer/Clerk	N/A