

## **East Halton Parish Council: List of Documents for Retention or Disposal**

### **Document: Minutes**

Minimum Retention Period: Indefinite

Reason : Archive

Location Retained: Website and Office

Disposal: Original signed paper copies of Council minutes of meetings must be kept indefinitely. Ideally at regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority

### **Document: Agendas**

Minimum Retention Period: 5 years

Reason : Management

Location Retained: Website and Office

Disposal: Bin (shred confidential waste)

### **Document: Accident/incident reports**

Minimum Retention Period: 20 years

Reason : Potential claims

Location Retained: Office

Disposal: Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

### **Document: Scales of fees and charges**

Minimum Retention Period: 6 years

Reason : Management

Location Retained: Website and Office

Disposal: Bin

### **Document: Receipt & payment accounts**

Minimum Retention Period: Indefinite

Reason : Archive

Location Retained: Website and Office

Disposal: N/A

### **Document: All receipt books**

Minimum Retention Period: 6 years

Reason : VAT

Location Retained: Office

Disposal: Bin

### **Document: All Bank statements**

Minimum Retention Period: Last completed audit year

Reason : Audit

Location Retained: Office

Disposal: Confidential waste

**Document: All Bank statements**

Minimum Retention Period: Last completed audit year

Reason : Audit

Location Retained: Office

Disposal: Confidential waste

**Document: Bank paying-in books**

Minimum Retention Period: Last completed audit year

Reason : Audit

Location Retained: Office

Disposal: Confidential waste

**Document: Cheque book stubs**

Minimum Retention Period: Last completed audit year

Reason : Audit

Location Retained: Office

Disposal: Confidential waste

**Document: Quotations and tenders**

Minimum Retention Period: 6 years

Reason : Limitation Act 1980 (as amended)

Location Retained: Website and Office

Disposal: Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

**Document: Paid invoices**

Minimum Retention Period: 6 years

Reason : VAT

Location Retained: Website and Office

Disposal: Confidential waste

**Document: Paid cheques**

Minimum Retention Period: 6 years

Reason : Limitation Act 1980

Location Retained: Office

Disposal: Confidential waste

**Document: VAT records**

Minimum Retention Period: 6 years generally but 20 years for VAT on rents

Reason : VAT

Location Retained: Website and Office

Disposal: Confidential waste

**Document: Petty cash books**

Minimum Retention Period: 6 years

Reason : Tax, VAT, Limitation Act 1980 (as amended)

Location Retained: Office

Disposal: Confidential waste

**Document: Timesheets**

Minimum Retention Period: Last completed audit year, 3 years

Reason : Audit (requirement), Personal injury (best practice)

Location Retained: Office

Disposal: Confidential waste

**Document: Wages books/payroll**

Minimum Retention Period: 12 years

Reason : Pension

Location Retained: Website and Office

Disposal: Confidential waste

**Document: Insurance policies**

Minimum Retention Period: While valid (but see next two items below)

Reason : Management

Location Retained: Website and Office

Disposal: Bin

**Document: Insurance company names and policy numbers**

Minimum Retention Period: Indefinite

Reason : Management

Location Retained: Website and Office

Disposal: N/A

**Document: Certificates for insurance against liability for employees**

Minimum Retention Period: 40 years from date on which insurance commenced or was renewed

Reason : The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753), Management

Location Retained: Website and Office

Disposal: Bin

**Document: Parish Park equipment inspection reports**

Minimum Retention Period: 21 years

Reason : Personal injury (best practice)

Location Retained: Website and Office

Disposal: N/A

**Document: Title deeds, leases, agreements, contracts**

Minimum Retention Period: Indefinite

Reason : Audit, Management

Location Retained: Website and Office

Disposal: N/A

**Document: Investments**

Minimum Retention Period: Indefinite  
Reason : Audit, Management  
Location Retained: Website and Office  
Disposal: N/A

**Document: Members' allowances register**

Minimum Retention Period: 6 years  
Reason : Tax, Limitation Act 1980 (as amended)  
Location Retained: Website and Office  
Disposal: Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

**Document: Information from other bodies e.g. circulars from county associations, NALC, principal authorities**

Minimum Retention Period: Retained for as long as it is useful and relevant  
Reason :  
Location Retained: Website and Office  
Disposal: Bin

**Document: Local/historical information**

Minimum Retention Period: Indefinite – to be securely kept for benefit of the Parish  
Reason : 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)  
Location Retained: Website and Office  
Disposal: N/A

**Document: Magazines and journals**

Minimum Retention Period: Council may wish to keep its own publications. For others retain for as long as they are useful and relevant.  
Reason : The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 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.  
Location Retained: Office  
Disposal: Bin if applicable  
Record-keeping

**Document: 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**

Minimum Retention Period: 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.  
Reason : Management

Location Retained: Website and Office

Disposal: Documentation no longer required will be disposed of, ensuring anything confidential is destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

**Document: General correspondence**

Minimum Retention Period: 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.

Reason : Management

Location Retained: Website and Office

Disposal: Bin (shred confidential waste). A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

**Document: Correspondence relating to staff. If related to Audit, see relevant sections above.**

Minimum Retention Period: 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

Reason : 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.

Location Retained: Website and Office

Disposal: Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

**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.

**Document: Negligence**

Minimum Retention Period: 6 years

Disposal: Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

**Document: Defamation**

Minimum Retention Period: 1 year

Disposal: Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

**Document: Contract**

Minimum Retention Period: 6 years

Disposal: Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

**Document: Leases**

Minimum Retention Period: 12 years

Disposal: Confidential waste.

Document: Sums recoverable by statute

Minimum Retention Period: 6 years

Disposal: Confidential waste.

**Document: Personal injury**

Minimum Retention Period: 3 years

Disposal: Confidential waste.

Document: To recover land

Minimum Retention Period: 12 years

Disposal: Confidential waste.

**Document: Rent**

Minimum Retention Period: 6 years

Disposal: Confidential waste.

Document: Breach of trust

Minimum Retention Period: None

Disposal: Confidential waste.

**Document: Trust deeds**

Minimum Retention Period: Indefinite

Disposal: N/A

For Halls, Centres, Recreation Grounds

**Document: Application to hire / Invoices**

Minimum Retention Period: 6 years

Reason: VAT

Location Retained: Website and Office

Disposal: Confidential waste

A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

**Document: Lettings diaries**

Minimum Retention Period: Electronic files

Reason: VAT

Location Retained: Website and Office

Disposal: N/A

**Document: Terms and Conditions**

Minimum Retention Period: 6 years

Reason: Management

Location Retained: Website and Office

Disposal: Bin

**Document: Legal papers**

Minimum Retention Period: Indefinite

Reason: Audit, Management

Location Retained: Website and Office

Disposal: N/A

Planning Papers

**Document: Applications**

Minimum Retention Period: 1 year

Reason: Management

Location Retained: Website and Office

Disposal: Bin

**Document: Appeals**

Minimum Retention Period: 1 year unless significant development

Reason: Management

Location Retained: Website and Office

Disposal: Bin

**Document: Trees**

Minimum Retention Period: 1 year

Reason: Management

Location Retained: Website and Office

Disposal: Bin

**Document: Local Development Plans**

Minimum Retention Period: Retained as long as in force

Reason: Reference

Location Retained: Website and Office

Disposal: Bin

**Document: Local Plans**

Minimum Retention Period: Retained as long as in force

Reason: Reference

Location Retained: Website and Office

Disposal: Bin

**Document: Parish/Neighbourhood Plans**

Minimum Retention Period: Indefinite – final adopted plans

Reason: Historical purposes

Location Retained: Website and Office

Disposal: Bin

Last Reviewed: September 2023

To be Reviewed: September 2024