

## Winsham Parish Council Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Computer & Paper File in Filing Cabinet	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	Computer	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Computer	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	Computer	Bin
Receipt and payment accounts	Indefinite	Archive	Computer & Paper File in Filing Cabinet	N/A
Receipt books of all kinds	6 years	VAT		Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	In Financial File	Confidential waste
Bank paying-in books	Last completed audit year	Audit	In Safe	Confidential waste
Cheque book stubs	Last completed audit year	Audit	In Safe	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Correspondence Annual Files	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	In Financial File	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	In Correspondence File for the year	Confidential waste

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Computer	Bin
Wages books/payroll	12 years	Superannuation	Accounts Software	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Computer	Bin
Insurance company names and policy numbers	Indefinite	Management	Computer	N/A
Certificates for insurance against liability for employees	40 years from date on which insurance was renewed or commenced	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Computer	Bin
Parish Park equipment inspection reports	21 years		Computer and Filing Cabinet	
Investments	Indefinite	Audit, Management		N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Registered with HM Land Registry	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	N/A	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		N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
		promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).		
<b>Record-keeping</b>				
<p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> <li>• A list of files stored in cabinets will be kept</li> <li>• Electronic files will be saved using relevant file names</li> </ul>	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.

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 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.	Computer and in locked filing cabinet	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
<p><b>Documents from legal matters, negligence and other torts</b></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			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year			
Contract	6 years			
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

<b>For Recreation Grounds</b>				
Terms and Conditions	6 years	Management		Bin
<b>For Allotments</b>				
Register and plans	Indefinite	Audit, Management		N/A
Minutes	Indefinite	Audit, Management		N/A
Legal papers	Indefinite	Audit, Management		N/A
<b>For Burial Grounds</b>				
<ul style="list-style-type: none"> <li>• Register of fees collected</li> <li>• Register of burials</li> <li>• Register of purchased graves</li> <li>• Register/plan of grave spaces</li> <li>• Register of memorials</li> <li>• Applications for interment</li> <li>• Applications for right to erect memorials</li> <li>• Disposal certificates</li> <li>• Copy certificates of grant of exclusive right of burial</li> </ul>	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204)		N/A
<b>Planning Papers</b>				
Applications	1 year	Management		Bin
Appeals	1 year unless significant development	Management		Bin
Trees	1 year	Management		Bin
Local Development Plans	Retained as long as in force	Reference		Bin
Local Plans	Retained as long as in force	Reference		Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes		N/A