

## Appendix A: List of Documents for Retention or Disposal

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Disposal</b>
Minutes	Indefinite. Archive after administrative use.	Archive/Public Inspection	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage.
Agendas	5 years	Management	Bin (shred confidential waste)
Standing Orders, Code of Conduct	Indefinite. Archive after superseded.	Archive/Public Inspection	N/A
Byelaws	Indefinite. Archive after administrative use.	Archive/Public Inspection	N/A
<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Disposal</b>
Policies, business plans, annual reports, asset registers	Indefinite. Archive after superseded.	Archive/Public Inspection	N/A
Title deeds, leases, licences, legal agreements and contracts (including burial plot licences).	Indefinite	Audit/Management/Archive/Public Inspection	N/A
Complaints Record	6 years	Common Practice	Confidential waste
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.
Funding Documents	6 years after funded project complete or	Common Practice	Confidential waste

	longer if required by funder.		
Scales of fees and charges	6 years	Management	Bin
Receipt and payment accounts ledgers and statements	Indefinite	Archive	N/A
Receipt books of all kinds	6 years	VAT	Bin
Bank statements including deposit/savings accounts	12 years	Audit/HMRC/Limitations Act 1980	Confidential waste
Bank paying-in books	12 years	Audit/HMRC/Limitations Act 1980	Confidential waste
Cheque book stubs	12 years	Audit/HMRC/Limitations Act 1980	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.
<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Disposal</b>
Paid invoices	6 years except where for capital goods with guarantees in excess of 6 years.	VAT/Proof of purchase	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	Confidential waste
Petty cash, postage and telephone books	12 years	Tax, VAT, Limitation Act 1980 (as amended)	Confidential waste
Timesheets	3 years after last completed audit year.	Audit (requirement) Personal injury (best practice)	Bin
Wages books/payroll	12 years	Superannuation	Confidential waste
Statutory accounts and audits	Indefinite. Archive when superseded.	Archive/Public Inspection	N/A

Insurance policies	While valid (but see next two items below)	Management	Bin
Insurance company names and policy numbers	Indefinite	Management	N/A
Insurance claims	7 years	Common practice	Confidential waste
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	Bin
Parish Council Park equipment inspection reports	21 years	Audit, Management	Bin
Loans	7 years after repayment	Common practice	Confidential waste
<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Disposal</b>
Investments	Indefinite	Audit, Management	N/A
Members' allowances register	6 years	Tax, 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.
Salary, wage and tax documents	12 years	HMRC	Confidential waste

Email, fax, scanned and other electronic documents	Normally 2 years after closure of case except if recurrence or future reference is anticipated.	Management	
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).	N/A
<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Disposal</b>
Press Releases	3 years	Common Practice	Bin
Magazines and journals	Council may wish to keep its own publications  For others retain for as long as they are useful and relevant.		Bin if applicable

<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>	<p>The electronic files will be backed up in the cloud-based programme supplied by the Council's software system.</p>	<p>Management</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 the GDPR regulations.</p>
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<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Disposal</b>
<p>General correspondence</p>	<p>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,</p>	<p>Management</p>	<p>Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>

	to comply with regulatory requirements or to protect legal and other rights and interests.		
Recruitment documents including job announcements, person specifications, job description	5 years	Management	Bin
Documents on persons not hired including CVs, application letters, interview notes	1 year	Common practice	Confidential waste
<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Disposal</b>
Equal opportunities claims, statutory maternity/ paternity pay and leave records	3 years after current tax year		Confidential waste

Accident or injury at work papers	7 years after closure of incident.		Confidential waste
Personnel Administration	6 years after person leaves Council except staff working with children (25 years)	Statutory. Prior to destruction of files, a summary of service record must be created.	Confidential waste
References	5 years after leaving Council	Insurance	Confidential waste
Legal/Litigation	Minimum 7 years after matter is resolved. Key documents may be archived.	Limitation Act 1980	Confidential waste where destroyed. Archive documents for historic/public inspection.

Document	Minimum Retention Period	Reason	Disposal
Play Park			
Invoices	6 years	VAT	Confidential waste

			A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
<b>Planning</b>			
Applications	1 year	Available indefinitely on LPA portal	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
Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	N/A
<b>Office Administration</b>			
Recording of Meetings	Until minutes produced	Data protection/GDPR	Delete once minutes produced unless being held for evidence that may be requested by an outside agency ie Police.
Photographs/digital prints	31 days	Data protection	Confidential waste