

Hazlemere Parish Council: List of Documents for Retention or Disposal

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
Minutes	Indefinite	Archive	Computer, Website and Office	Ideally at regular intervals, of not more than 5 years they should be archived and deposited with the Higher Authority, if facility is offered (currently stored in the office archives on 1 st floor)
Agendas	5 years	Management	Computer, Website and Office	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Office	Confidential waste
Scales of fees and charges	6 years	Management	Computer, Website and Office	Bin but these are contained within the Minutes and will be kept indefinitely
Receipt & payment accounts	Indefinite	Archive	Website, Computer and Office	N/A
All receipt books	6 years	VAT	Office	Confidential waste
All Bank statements	Last completed audit year	Audit	Office	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Office	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Office	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Computer, Website and Office	Confidential waste.
Paid invoices	6 years	VAT	Website, Computer and Office	Confidential waste
Paid cheques	6 years	Limitation Act 1980	Office	Confidential waste

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VAT records	6 years generally but 20 years for VAT on rents	VAT	Computer and Office	Confidential waste
Petty cash books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Office	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Office	Confidential waste
Wages books/payroll	12 years	Pension	Computer and Office	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Compute, Website and Office	Confidential waste
Insurance company names and policy numbers	Indefinite	Management	Computer and Office	N/A
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	Computer and Office	Bin

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Parish Park equipment inspection reports	21 years	Personal injury (best practice)	Computer and Office	
Investments	Indefinite	Audit, Management	Computer and Office	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Computer, Safe and Office	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Website and Office	Confidential waste.
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Computer, Website and Office	Bin
Local/historical information (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))	Indefinite – to be securely kept for benefit of the Parish	Local Interest	Computer, Website and Office	N/A

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Magazines and journals	<p>Council may wish to keep its own publications indefinitely</p> <p>For others retain for as long as they are useful and relevant.</p>	<p>The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 February 2004 has published works in print Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.</p>	Office	Bin if applicable
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 	The electronic files will be backed up daily in the cloud-based programme supplied by the	Management	Computer, website and Office	Documentation no longer required will be disposed of, ensuring anything confidential is destroyed as confidential waste.

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<ul style="list-style-type: none"> Electronic files will be saved using relevant file names 	Council's IT company.			
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	Computer, Website and Office	Bin (shred confidential waste)
Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff	After an employment relationship has ended, a Council may need to retain and	Computer, Website and Office	Confidential waste

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	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	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.		
	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		Computer and file	Confidential waste
Defamation	1 year		Computer and file	Confidential waste
Contract	6 years		Computer and file	Confidential waste
Leases	12 years		Computer and file	Confidential waste
Sums recoverable by statute	6 years		Computer and file	Confidential waste

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Personal injury	3 years		Computer and file	Confidential waste
To recover land	12 years		Computer and file	Confidential waste
Rent	6 years		Computer and file	Confidential waste
Breach of trust	None		Computer and file	Confidential waste
Trust deeds	Indefinite		Computer and file	N/A
For Halls, Centres, Recreation Grounds				
<ul style="list-style-type: none"> • Application to hire • Invoices 	6 years	VAT	Computer, Website and Office	Confidential waste
Lettings calendar	Electronic files	VAT	Computer, Website and Office	N/A
Terms and Conditions	6 years	Management	Computer, Website and Office	Bin
	For Allotments			
Register and plans	Indefinite	Audit, Management	Computer, Website and Office	N/A
Legal papers	Indefinite	Audit, Management	Computer, Website and Office	N/A
	Planning Papers			
Applications	1 month	Management	Computer, Website and Office	Bin
Appeals	1 year unless significant development	Management	Computer, Website and Office	Bin
Trees	1 year	Management	Computer, Website and Office	Bin
Local Development Plans	Retained as long as in force	Reference	Computer, Website and Office	Bin
Local Plans	Retained as long as in force	Reference	Computer, Website and Office	Bin

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Parish Plan	Indefinite – final adopted plans	Historical purposes	Computer Website and Office	N/A

July 2018
To be Reviewed: May 2019