

WIVELISCOMBE TOWN COUNCIL – LIST OF DOCUMENTS FOR RETENTION AND DISPOSAL – APPENDIX A

Document	Minimum retention period	Reason	Disposal
Minutes	Indefinite	Archive	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.
Agenda	5 years	Management	Recycle Bin (shed any confidential accompany papers)
Accident/incident reports	20 years	Potential Claims	Confidential waste - A list will be kept of those documents disposed of to meet requirements of the GDPR regulations
Scales of fees and charges	6 years	Management	Recycle bin
Receipt and payment accounts	Indefinite	Archive	N/A
Receipt books of all kinds	6 years	VAT	Confidential waste
Bank statements	Last completed audit year	Audit	Confidential waste
Bank paying in books	Last completed audit year	Audit	Confidential waste
Cheque book stubs	Last completed audit year	Audit	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 requirements of the GDPR regulations
Paid invoices	6 years	VAT	Confidential waste
Cheques paid	6 years	Limitation Act 1980 (as amended)	Confidential waste
VAT records	6 years generally, but 20 years for VAT on rents	VAT	Confidential waste
Telephone books, petty cash, postage	6 years	Tax, VAT and Limitation Act 1980 (as amended)	Confidential waste
Timesheets	Last completed audit year but recommend 3 years	Audit and Personal injury	Recycle Bin

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Payroll/wages	12 years	Superannuation	Confidential waste -
Insurance Policies	While Valid	Management	Recycle Bin
Insurance Company names and policy numbers	Indefinite	Management	N/A
Certificate for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers Liability (Compulsory Insurance) Regulations 1998(SI2753) Management	Recycle Bin
Investments	Indefinite	Audit and Management	N/A
Title deeds, leases, contracts and agreements	Indefinite	Audit and Management	N/A
Members allowance register	6 years	Limitation Act 1980 (as amended) and Tax	Confidential waste - A list will be kept of those documents disposed of to meet requirements of the GDPR regulations
Information from other bodies e.g. circulars from county associations, NALC and Principle authorities	Retained for as long as it is useful and relevant		Recycle Bin
Local/historical information	Indefinite – to be securely stored for the 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
Magazines and journals	Retain for as long as they are relevant. Council may wish to keep its own publications	The Legal Deposit Libraries Act 2003 requires a local council which after 1st 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	Recycle Bin

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		(which manages and controls The British Library). Printed works as defined by the 2003 act published by a local council therefore constituent materials which the British Library holds	
Record Keeping			
To ensure records are easily accessible it is necessary to comply with the following: <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 	The electronic files will be backed up periodically on a USB memory stick.	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 right and interests.	Management	Confidential waste - A list will be kept of those documents disposed of to meet requirements of the GDPR regulations
Correspondence relating to staff	If related to audit, see relevant sections above. It 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 limit for tribunal claims between 3 - 6 months. Recommended this. Be for 3 years	After an employment relationship has ended, a Council may need to retain and access staff records for the purpose of giving references, payment of tax and national Insurance contributions, pensions and in respect of any related legal claims made against the Council.	Confidential waste - A list will be kept of those documents disposed of to meet requirements of the GDPR regulations

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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 period 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		Confidential Waste – A list will be kept of those documents disposed of to meet requirements of the GDPR regulations
Defamation	1 year		Confidential Waste - A list will be kept of those documents disposed of to meet requirements of the GDPR regulations
Contract	6 years		Confidential Waste - A list will be kept of those documents disposed of to meet requirements of the GDPR regulations
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
For Allotments			
Register and plans	Indefinite	Management	N/A
Minutes	Indefinite	Management	N/A
Legal Papers	Indefinite	Management	N/A
Planning Papers			
Applications	1 year	Reference	Recycle Bin
Appeals	1 year unless significant development	Reference	Recycle Bin
Trees	1 year	Reference	Recycle Bin

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Local Development plans	As long as in force	Reference	Recycle Bin
Local Plans	As long as in force	Reference	Recycle Bin
Neighbourhood Plans	Indefinite	Historical purposes	N/A
Recording of meetings			
Digital recording	Until minutes have been approved	Management	Delete