

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

Table 1 List of documents for retention or disposal

| Document | Minimum Retention Period | Reason | Location Retained | 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 |
| Agendas | 5 years | Management | | Bin (shred 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. |
| Scales of fees and charges | 6 years | Management | | Bin |
| Receipt and payment accounts | Indefinite | Archive | | N/A |
| Receipt books of all kinds | 6 years | VAT | | Bin |
| Bank statements including deposit/savings accounts | 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 |

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| | | | | documents disposed of to meet the requirements of the GDPR regulations. |
| Paid invoices | 6 years | VAT | | Confidential waste |
| Paid cheques | 6 years | Limitation Act 1980 (as amended) | | Confidential waste |
| VAT records | 6 years generally but 20 years for VAT on rents | VAT | | Confidential waste |
| Petty cash, postage and telephone books | 6 years | Tax, VAT, Limitation Act 1980 (as amended) | | Confidential waste |
| Timesheets | Last completed audit year 3 years | Audit (requirement) Personal injury (best practice) | | Bin |
| Wages books/payroll | 12 years | Superannuation | | Confidential waste |
| Insurance policies | While valid (but see next two items below) | Management | | Bin |
| Insurance company names and policy numbers | Indefinite | Management | | 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 | | Bin |
| Town Park equipment inspection reports | 21 years | | | |
| Investments | Indefinite | Audit, Management | | N/A |
| Title deeds, leases, agreements, contracts | 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. |

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|---|---|---|-------------------|-------------------|
| 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 |
| Magazines and journals | Council may wish to keep its own publications For others retain for as long as they are useful and relevant. | The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 st 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 | | Bin if applicable |

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| | | published by a local council therefore constitute materials which the British Library holds. | | |
| | 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 • Electronic files will be saved using relevant file names | <p>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.</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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| 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. |
| 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. | | Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| | <p>Documents from legal matters, negligence and other torts</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.</p> <p>If in doubt, keep for the longest of the three limitation periods.</p> | | | |

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| 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 | | | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Contract | 6 years | | | Confidential waste. A list will be kept of those documents disposed of to meet the 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 Halls, Centres, Recreation Grounds | | | | |
| <ul style="list-style-type: none"> • Application to hire • Invoices • Record of tickets issued | 6 years | VAT | | Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Lettings diaries | Electronic files linked to accounts | VAT | | N/A |
| Terms and Conditions | 6 years | Management | | Bin |

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| Event Monitoring Forms | 6 years unless required for claims, insurance or legal purposes | Management | | Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| | For Allotments | | | |
| Register and plans | Indefinite | Audit, Management | | N/A |
| Minutes | Indefinite | Audit, Management | | N/A |
| Legal papers | Indefinite | Audit, Management | | N/A |
| | For Burial Grounds | | | |
| <ul style="list-style-type: none"> • Register of fees collected • Register of burials • Register of purchased graves • Register/plan of grave spaces • Register of memorials • Applications for interment • Applications for right to erect memorials • Disposal certificates • Copy certificates of grant of exclusive right of burial | Indefinite | Archives, Local Authorities Cemeteries Order 1977 (SI 204) | | N/A |
| | Planning Papers | | | |
| 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 |

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|--------------------------------------|---------------------------------------|---------------------|-------------------|--------------------|
| Town/Neighbourhood Plans | Indefinite – final adopted plans | Historical purposes | | N/A |
| | CCTV | | | |
| Daily notes | Daily | Data protection | | Confidential waste |
| Radio rotas | 1 week | Management | | Confidential waste |
| Work rotas | 1 month | Management | | Confidential waste |
| Observation sheets | 3 years | Data protection | | Confidential waste |
| Stats | 3 years | Data protection | | Confidential waste |
| Signing in sheets | 3 years | Management | | Confidential waste |
| Review requests | 3 years | Data protection | | Confidential waste |
| Discs – master and working | For as long as required | Data protection | | Confidential waste |
| Internal Operations Procedure Manual | Destroy on renewal Review annually | Management | | Confidential waste |
| Code of Practice | Destroy on renewal Review annually | Management | | Confidential waste |
| Photographs/digital prints | 31 days | Data protection | | Confidential waste |