

# Micklefield Parish Council

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

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Secure Storage	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	Indefinite	Management	Secure Storage	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Secure Storage	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	Secure Storage	N/A
Receipt books of all kinds	6 years	VAT	Secure Storage	Bin
Bank statements including deposit/savings accounts	Indefinite	Audit	Secure Storage	Confidential waste
Bank paying-in books	Indefinite	Audit		Confidential waste
Cheque book stubs	Indefinite	Audit		Confidential waste
Quotations and tenders	20 years	Limitation Act 1980 (as amended)	Secure Storage	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	Indefinite	VAT and Audit	Secure Storage	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Secure Storage	Confidential waste
VAT records	20 years	VAT	Secure Storage	Confidential waste
Budget reports and bank	1 year after end of	Management		Shred – Confidential

Document	Minimum Retention Period	Reason	Location Retained	Disposal
reconciliations	relevant financial year			waste
Timesheets	3 years after Last completed audit year	Audit (requirement) Personal injury (best practice)	File	Shred – confidential waste
Wages books/payroll	12 years	Superannuation	Secure Storage	Confidential waste
Employment Contracts	6 years after end of employment		Secure Storage	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Employee performance records  Record of Leave  Discipline and grievance     Sickness records	Investigation documentation kept while warnings are 'live' then destroyed. Warnings that lead to termination of employment kept on record as employment history then destroyed 6 years after end of employment  Kept on record as employment history and destroyed 6 years after end of employment	Management       Statutory requirement	Secure Storage	. Confidential waste. A list will be kept of those documents disposed of to meet the requirements of GDPR regulations
Pension Scheme Administration	6 years after death of last known beneficiary  6 years after end of scheme	Management	Secure Storage	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations

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Purchase orders	6 years	Management	File	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	File	Shred – Confidential waste
Insurance company names and policy numbers	Indefinite	Management	File	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	File	Bin
Play equipment inspection reports	21 years or 6 years from destruction of equipment	Potential Claim	File/Storage	Bin
Event Risk Assessments	21 years	Potential Claim	File/Storage	Bin
Investments	Indefinite	Audit, Management	Secure Storage	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Secure Storage	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Secure Storage	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Standing Orders, policies and policy statements	Retained for as long as in force (until superseded on review and in line with relevant legislation)	Management	File	Bin

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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		File/Storage	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).	File/Storage	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 <sup>st</sup> 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 published by a local council therefore constitute materials which the British Library holds.		Bin if applicable
<b>Record-keeping</b>				

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<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 periodically on a portable hard drive.</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>
<p>General correspondence</p>	<p>Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should not 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.</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>
<p>Correspondence relating to staff</p>	<p>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</p>	<p>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.</p>		<p>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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	<p><b>Documents from legal matters, negligence and other torts</b>  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			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
<b>For Halls, Centres, Recreation Grounds</b>				
<ul style="list-style-type: none"> <li>• Application to hire</li> <li>• Invoices</li> <li>• Receipts</li> </ul>	6 years	VAT		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

