

### Mary Tavy Parish Council- Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Disposal
Minutes	Indefinite	Archive	Original signed paper copies of council meeting minutes must be kept indefinitely in safe storage. At regular intervals of not more than five years they must be archived and deposited in the County Records Office
Agendas	5 years	Management	Recycle bin for disposal
Accident/incident reports	20 years	Potential claims	Confidential waste. A list will be kept of those documents disposed of in order to meet the requirements of the UK General Data Protection Regulations (UK GDPR)
Scales of fees and charges	6 years	Management	Recycle bin for disposal
Receipt and payment accounts	Indefinite	Archive	N/A
Receipt books of all kinds	6 years	VAT	Confidential waste
Bank statements including deposit/savings accounts	5 years	Audit (last completed audit year) and management	Confidential waste
Bank paying-in books and stubs	5 years	Audit (last completed audit year) and management	Confidential waste
Cheque book stubs	5 years	Audit (last completed audit year) and management	Confidential waste
Quotations and tenders	6 years after completion of contract	Limitation Act 1980 (as amended)	Confidential waste. A list will be kept of those documents disposed of in order to meet the requirements of the UK GDPR
Paid invoices	6 years	VAT	Confidential waste
Paid cheques	6 years	VAT	Confidential waste

VAT records	6 years generally but 20 years for VAT on rents	Limitation Act 1980 (as amended)	Confidential waste
Timesheets	Last completed audit year  3 years	Audit (requirement)  Personal injury (best practice)	Confidential waste
Wage books/payroll	12 years	Superannuation	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Recycle bin for disposal
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 (Sl. 2753), Management	Recycle bin for disposal
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 in order to meet the requirements of the UK GDPR.
Information from other bodies e.g., circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Recycle bin for disposal
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 of such records (defined as materials in written or other form setting	N/A

		out facts or events or otherwise recording information)	
<b>Record Keeping</b> To ensure records are easily accessible it is necessary to comply with the following: <ul style="list-style-type: none"> <li>• A list of files stored will be kept</li> <li>• Electronic files will be saved using relevant file names</li> </ul>	The electronic files will be backed up periodically using a cloud-based programme	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 in order to meet the requirements of the UK GDPR.
General correspondence	As required for administrative purposes.	Management	Recycle bin for disposal (shred confidential waste e.g., if the document contains any personal data)
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 are 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 in order to meet the requirements of the UK GDPR.

	<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.		
Negligence	6 years		Confidential waste. A list will be kept of those documents disposed of in order to meet the requirements of UK GDPR
Defamation	1 year		Confidential waste.
Contract	6 years		Confidential waste.
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 Burial Grounds</b>		
<ul style="list-style-type: none"> <li>• Register of fees collected</li> <li>• Register of burials</li> <li>• Register of purchased graves</li> <li>• Register/plan of grave spaces</li> <li>• Register of memorials</li> <li>• Applications for interment</li> <li>• Applications for right to erect memorials</li> <li>• Disposal certificates</li> </ul>	Indefinite	Local Authorities Cemeteries Order 1977 (SI. 204)	N/A

• Copy certificates of grant of exclusive right of burial			
	<b>Planning Papers</b>		
Applications	1 year	Management	Recycle bin for disposal (shred confidential waste e.g., pages that contain personal data)
Appeals	1 year unless significant development	Management	Recycle bin for disposal (shred confidential waste e.g., pages that contain personal data)
Trees	1 year	Management	Recycle bin for disposal
Local Development Plans	Retained as long as in force	Reference	Recycle bin for disposal
Local Plans	Retained as long as in force	Reference	Recycle bin for disposal
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	N/A

**This document was reviewed and readopted by Mary Tavy Parish Council at the full council meeting held on Tuesday 14<sup>th</sup> March 2023.**

**Minute reference: page 90-91**

**Next review due: May 2024**