



## WEST HOATHLY PARISH COUNCIL

representing Highbrook, Selsfield, Sharpthorne, Tyes Cross and West Hoathly

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

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Minute books (signed hard copy) Clerk's PC (electronic copies) Hoathly Hub (electronic archive)	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals they must be archived and deposited at the Record Office
Agendas	5 years	Management	Clerk's PC (electronic copy)	Confidential waste
Accident/incident reports	20 years	Potential claims	Parish Office	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	Clerk's PC (electronic copies)	Bin
Receipt and payment accounts	Indefinite	Archive	Parish Office	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
			Clerk's PC (electronic copies)	
Receipt books of all kinds	6 years	VAT	Parish Office	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Parish Office Clerk's PC (electronic scans)	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Parish Office	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Parish Office	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Parish Office Clerk's PC (electronic copies)	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT	Parish Office	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Parish Office	Confidential waste
VAT records	6 years generally 20 years for VAT on rents	VAT	Parish Office Clerk's PC (electronic copies)	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	N/A	Confidential waste

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Location Retained</b>	<b>Disposal</b>
Timesheets	Last completed audit year + 3 years	Audit (requirement) Personal injury (best practice)	Electronic copies	Bin
Wages books/payroll	12 years	Superannuation	Electronic Copies	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
Recreation 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.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
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

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Magazines and journals	<p>Council may wish to keep its own publications</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<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.</p>		Bin if applicable
<b>Record-keeping</b>				
To ensure records are easily accessible it is necessary to comply with the following:	The electronic files will be backed up in Microsoft One Drive.	Management		Documentation no longer required will be disposed of, ensuring any confidential

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<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>				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 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	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		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

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	purpose it was held. Likely time limits for tribunal claims between 3–6 months Recommend this period be for 3 years	tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.		
	<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.

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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>• Booking forms</li> <li>• Invoices</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.
Lettings diaries	Electronic files linked to accounts	VAT		N/A
Terms and Conditions	6 years	Management		Bin
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



Document	Minimum Retention Period	Reason	Location Retained	Disposal
				requirements of the GDPR regulations.
	<b>For Allotments</b>			
Register and plans	Indefinite	Audit, Management		N/A
Minutes	Indefinite	Audit, Management		N/A
Legal papers	Indefinite	Audit, Management		N/A
	<b>Planning Papers</b>			
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
Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes		N/A