

# Tickton & Routh Parish Council

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

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes (including committees & Annual Parish meeting)	Indefinite	Archive	Locked office & website (limited period).	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 ERYC.
Agendas	5 years	Management	Password protected computer. Current on website.	Bin (shred confidential waste)
Approved Requests to Use PC land Forms & Public Liability Insurance	18 months	Management	Password protected computer	Confidential waste
Accident/incident reports	20 years	Potential claims	Locked filing cabinet/office	Confidential waste
Scales of fees and charges	6 years	Management	Website/ Password protected computer	Bin
Annual Return/Receipt and payment spreadsheet	Indefinite	Archive	Locked office	Must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with ERYC.
Bank statements including deposit/savings accounts	7 years	Audit	Locked office	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Locked filing cabinet/office	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Locked filing cabinet/office	Confidential waste
Quotations and tenders	7 years	Limitation Act 1980 (as amended)	Locked office	Confidential waste
Paid invoices	7 years	VAT	Locked filing cabinet/office	Confidential waste
VAT records	7 years	VAT	Locked filing cabinet/office	Confidential waste
Asset Register	1 years	Audit	Locked office/password protected laptop	Confidential waste
Timesheets	7 years	<ul style="list-style-type: none"> <li>Audit (requirement)</li> </ul>	Locked office	Bin

		<ul style="list-style-type: none"> <li>Personal injury (best practice)</li> </ul>		
Payroll	12 years	Superannuation	Locked filing cabinet	Confidential waste
Former Employee Records	3 years	Management	Locked filing cabinet/office	Confidential waste
Councillor Acceptance of Office/Register of Interests	Term of office	Management	Locked filing cabinet/office.	Confidential waste
Insurance policies	Whilst valid	Management	Website/Password protected computer	Bin
Insurance company names and policy numbers	Indefinite	Management	Locked filing cabinet/office/computer	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	Locked filing cabinet/office/computer	Bin
Play Park equipment inspection reports	Indefinite	Potential claims	Locked office	Must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with ERYC
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Locked filing cabinet/office/ Password protected computer/ Solicitors	N/A
Members' allowances register	7 years	Tax, Limitation Act 1980 (as amended)	To date not applicable	Confidential waste.
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Locked Office/members	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).	Locked office	Must be kept indefinitely in safe storage. Archived and deposited with ERYC as agreed by Council.

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>	Locked office/filing cabinet	Bin if applicable
<b>Record-keeping</b>				
<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>	Management	<p>Password protected computer and locked filing cabinet</p> <p>Firewall – AGV Free</p>	<p>Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste.</p>
General correspondence	<p>1 year.</p> <p>Documents of historical interest or important should be retained.</p>	Management	<p>Password protected computer/locked filing cabinet</p>	Bin (shred confidential waste)

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 <b>Recommend this period be for 3 years</b>	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.	Locked filing cabinet	Confidential waste
Emails	3 months. Complaints, reports relating to planning, highways and enforcement are saved to computer.	Management Archive	Password protected computer	
Surveys/Consultations	End of project	Management	Locked filing cabinet/password protected computer	Confidential waste
Reports resulting from Surveys/Consultations	Indefinitely	Justification for actions taken	Locked filing cabinet/password protected computer	N/A

	<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		Locked filing cabinet	Confidential waste.
Defamation	1 year		Locked filing cabinet	Confidential waste.
Contract	6 years		Locked filing cabinet	Confidential waste.
Leases	12 years		Locked filing cabinet	Confidential waste.
Sums recoverable by statute	6 years		Locked filing cabinet	Confidential waste.
Personal injury	3 years		Locked filing cabinet	Confidential waste.
To recover land	12 years		Locked filing cabinet	Confidential waste.
Rent	6 years		Locked filing cabinet	Confidential waste.
Breach of trust	None		N/A	Confidential waste.
Trust deeds	Indefinite		Locked filing cabinet	N/A
	<b>For Allotments</b>			
Register and plans	Indefinite	Audit, Management	Locked filing cabinet	N/A
Legal papers	Indefinite	Audit, Management	Locked filing cabinet	N/A
	<b>For GL Cullington Field</b>			
Register and plans	Indefinite	Audit, Management	Locked filing cabinet	N/A
Legal papers	Indefinite	Audit, Management	Locked filing cabinet	N/A
	<b>For Recreation Ground</b>			
Register and plans	Indefinite	Audit, Management	Locked filing cabinet	N/A
Legal papers	Indefinite	Audit, Management	Locked filing cabinet	N/A
	<b>Planning Papers</b>			
Applications	1 year	Management	Website & ERYC	Bin
Appeals	1 year unless significant development	Management	Website & ERYC	Bin
Trees	1 year	Management	Website & ERYC	Bin
Local Development Plans	Retained as long as in force	Reference	Locked Office	Bin
Local Plans	Retained as long as in force	Reference	Locked Office	Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	ERYC	N/A