

## Tur Langton Parish Council Appendix A: List of Documents for Retention or Disposal

**Adopted 1.5.24 for review May 2025**

| <b>Document</b>                                    | <b>Minimum Retention Period</b> | <b>Reason</b>    | <b>Location Retained</b>  | <b>Disposal</b>  |
|--|---------------------------------|------------------|---|--|
| Minutes  | Indefinite                      | Archive          | Signed minutes held by clerk<br>Laptop / External Hard drive (password Protected)<br>Locked cabinet | 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 |
| Agendas  | 5 years                         | Management       | Clerk. Laptop / External Hard drive (password)<br>Locked cabinet                                    | Bin (shred confidential waste)   |
| Accident/incident reports                          | 20 years                        | Potential claims | Clerk. Laptop / External Hard drive (password)<br>Locked cabinet                                    | 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. Laptop / External Hard drive (password)<br>Locked cabinet                                    | Bin  |
| Receipt and payment accounts                       | Indefinite                      | Archive          | Clerk. Laptop / External Hard drive (password)<br>Locked cabinet                                    | N/A  |
| Receipt books of all kinds                         | 6 years                         | VAT              | Clerk. Laptop / External Hard drive (password)<br>Locked cabinet                                    | Bin  |
| Bank statements including deposit/savings accounts | Last completed audit year       | Audit            | Clerk. Laptop / External Hard drive (password)<br>Locked cabinet                                    | Confidential waste   |

| Document                                | Minimum Retention Period                        | Reason   | Location Retained  | Disposal  |
|---|---|--|--|---|
|   |   |  |  |   |
| Bank paying-in books                    | Last completed audit year                       | Audit  | Clerk. Laptop / External Hard drive (password)<br>Locked cabinet | Confidential waste  |
| Cheque book stubs                       | Last completed audit year                       | Audit  | Clerk. Laptop / External Hard drive (password)<br>Locked cabinet | Confidential waste  |
| Quotations and tenders                  | 6 years   | Limitation Act 1980 (as amended)                       | Clerk. Laptop / External Hard drive (password)<br>Locked cabinet | 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  | Clerk. Laptop / External Hard drive (password)<br>Locked cabinet | Confidential waste  |
| Paid cheques                            | 6 years   | Limitation Act 1980 (as amended)                       | Clerk. Laptop / External Hard drive (password)<br>Locked cabinet | Confidential waste  |
| VAT records                             | 6 years generally but 20 years for VAT on rents | VAT  | Clerk. Laptop / External Hard drive (password)<br>Locked cabinet | Confidential waste  |
| Petty cash, postage and telephone books | 6 years   | Tax, VAT, Limitation Act 1980 (as amended)             | Clerk. Laptop / External Hard drive (password)<br>Locked cabinet | Confidential waste  |
| Timesheets                              | Last completed audit year<br>3 years            | Audit (requirement)<br>Personal injury (best practice) | Clerk. Laptop / External Hard drive (password)<br>Locked cabinet | Bin   |
| Wages books/payroll                     | 12 years  | Superannuation   | Clerk. Laptop / External Hard drive (password)<br>Locked cabinet | Confidential waste  |

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|---|--|--|--|--|
|   |  |  |  |  |
| Insurance policies  | While valid (but see next two items below)                     | Management   | Clerk. Laptop / External Hard drive (password)<br>Locked cabinet | Bin  |
| Insurance company names and policy numbers  | Indefinite   | Management   | Clerk. Laptop / External Hard drive (password)<br>Locked cabinet | 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)<br>Management   | Clerk. Laptop / External Hard drive (password)<br>Locked cabinet | Bin  |
| Title deeds, leases, agreements, contracts  | Indefinite   | Audit, Management  | Clerk. Laptop / External Hard drive (password)<br>Locked cabinet | N/A  |
| Members' allowances register  | 6 years  | Tax, Limitation Act 1980 (as amended)  | Clerk. Laptop / External Hard drive (password)<br>Locked cabinet | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Information from other bodies<br>e.g. circulars from county associations, NALC, principal authorities | Retained for as long as it is useful and relevant              |  | Clerk / Councillors  | 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 | Clerk  | N/A  |

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|---|---|--|--|--|
|   |   | for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).   |  |  |
| Magazines and journals  | Council may wish to keep its own publications<br><br>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. | Clerk  | Bin if applicable  |
|   | <b>Record-keeping</b>   |  |  |  |
| To ensure records are easily accessible it is necessary to comply with the following: | See information Security Policy   | Management   | Clerk. Laptop / External Hard drive (password)<br>Locked cabinet | Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. |

| Document  | Minimum Retention Period   | Reason  | Location Retained   | Disposal   |
|---|--|---|---|--|
| <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> |  |   |   | 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. 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  | Clerk. Laptop / External Hard drive (password)<br>Locked cabinet  | Bin (shred confidential waste)<br>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   | 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 | Clerk. Laptop / External Hard drive (password)<br>Locked cabinet<br><br>Chair - password protected / locked cabinet | Confidential waste<br>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.             |

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|---|---|--|--|--|
|   | necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months Recommend this period be for 3 years | pensions, and in respect of any related legal claims made against the council. |  |  |
| <p><b>Documents from legal matters, negligence and other torts</b></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. If in doubt, keep for the longest of the three limitation periods.</p> |   |  |  |  |
| Negligence  | 6 years   |  | Clerk. Laptop / External Hard drive (password)<br>Locked cabinet | 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.  |

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|--------------------------|---------------------------------------|---------------------|--------------------------|---------------------|
| To recover land          | 12 years                              |                     |                          | Confidential waste. |
| Rent                     | 6 years                               |                     |                          | Confidential waste. |
| Breach of trust          | None                                  |                     |                          | Confidential waste. |
| Trust deeds              | Indefinite                            |                     |                          | N/A                 |
|                          | <b>Planning Papers</b>                |                     |                          |                     |
| Applications             | 1 year                                | Management          | Chair                    | Bin                 |
| Appeals                  | 1 year unless significant development | Management          | Clerk / Chair            | Bin                 |
| Trees                    | 1 year                                | Management          | Chair                    | Bin                 |
| Local Development Plans  | Retained as long as in force          | Reference           | Clerk                    | Bin                 |
| Local Plans              | Retained as long as in force          | Reference           | Clerk                    | Bin                 |
| Town/Neighbourhood Plans | Indefinite – final adopted plans      | Historical purposes | Clerk                    | N/A                 |