



Stanwix Rural Parish Council Appendix A: List of Documents for Retention or Disposal

| Document | Minimum Retention Period | Reason | Location Retained | Disposal |
|--|---------------------------|------------------|---|--|
| Minutes | Indefinite | Archive | Current and recent years retained at Clerk's office in fire proof safe. Older minutes at Archive Offices. | 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 | 5 years | Management | Clerk's office filing cabinet | Bin (shred confidential waste) |
| Accident/incident reports | 20 years | Potential claims | Clerk's office filing 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's office filing cabinet | Bin |
| Receipt and payment accounts | Indefinite | Archive | Clerk's office archive boxes | N/A |
| Receipt books of all kinds | 6 years | VAT | Clerk's office archive boxes | Bin |
| Bank statements including deposit/savings accounts | Last completed audit year | Audit | Clerk's office archive boxes | Confidential waste |
| Bank paying-in books | Last completed audit year | Audit | Clerk's office archive boxes | Confidential waste |

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|--|---|--|---|---|
| Cheque book stubs | Last completed audit year | Audit | Clerk's office filing cabinet/archive boxes | Confidential waste |
| Quotations and tenders | 6 years | Limitation Act 1980 (as amended) | Clerk's office filing cabinet/archive boxes | 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's office filing cabinet/archive boxes | Confidential waste |
| Paid cheques | 6 years | Limitation Act 1980 (as amended) | Clerk's office filing cabinet/archive boxes | Confidential waste |
| VAT records | 6 years generally but 20 years for VAT on rents | VAT | Clerk's office filing cabinet/archive boxes | Confidential waste |
| Petty cash, postage and telephone books | 6 years | Tax, VAT, Limitation Act 1980 (as amended) | Clerk's office filing cabinet/archive boxes | Confidential waste |
| Timesheets | Last completed audit year 3 years | Audit (requirement) Personal injury (best practice) | Clerk's office archive boxes | Bin |
| Wages books/payroll | 12 years | Superannuation | Clerk's office filing cabinet/archive boxes | Confidential waste |
| Insurance policies | While valid (but see next two items below) | Management | Clerk's office filing cabinet/archive boxes | Bin |
| Insurance company names and policy numbers | Indefinite | Management | Clerk's office filing cabinet/archive boxes | N/A |

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|---|--|---|---|--|
| 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 | Clerk's office filing cabinet/archive boxes | Bin |
| Play area equipment inspection reports | 21 years | | Clerk's office filing cabinet | |
| Investments | Indefinite | Audit, Management | Clerk's office filing cabinet | N/A |
| Title deeds, leases, agreements, contracts | Indefinite | Audit, Management | Clerk's office filing cabinet | N/A |
| Members' allowances register | 6 years | Tax, Limitation Act 1980 (as amended) | Clerk's office filing cabinet/archive boxes | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Information from other bodies e.g. circulars from county associations, NALC, principal authorities | Retained for as long as it is useful and relevant | | Clerk's office filing cabinet/archive boxes | 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). | Clerk's office filing cabinet/archive boxes | N/A |

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|--|--|--|-------------------|---|
| 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> | The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 st 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's office | Bin if applicable |
| | Record-keeping | | | |
| <p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names | The electronic files will be backed up periodically on a portable hard drive and also in a cloud-based programme | Management | | <p>Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste.</p> <p>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p> |

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|----------------------------------|---|--|-------------------------------|--|
| 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's office filing cabinet | 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 purpose it was held. Likely time limits for tribunal claims 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. | Clerk's office filing cabinet | Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |

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|-----------------------------|---|--------|-------------------------------|--|
| | Documents from legal matters, negligence and other torts 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 | | Clerk's office filing cabinet | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Defamation | 1 year | | Clerk's office filing cabinet | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Contract | 6 years | | Clerk's office filing cabinet | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Leases | 12 years | | Clerk's office filing cabinet | Confidential waste. |
| Sums recoverable by statute | 6 years | | Clerk's office filing cabinet | Confidential waste. |
| Personal injury | 3 years | | Clerk's office filing cabinet | Confidential waste. |
| To recover land | 12 years | | Clerk's office filing cabinet | Confidential waste. |
| Rent | 6 years | | Clerk's office filing cabinet | Confidential waste. |
| Breach of trust | None | | Clerk's office filing cabinet | Confidential waste. |

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|---|---|-------------------|---|--|
| Trust deeds | Indefinite | | Clerk's office filing cabinet | N/A |
| For Halls, Centres, Recreation Grounds where applicable | | | | |
| <ul style="list-style-type: none"> • Application to hire • Invoices • Record of tickets issued | 6 years | VAT | Clerk's office filing cabinet/archive boxes | 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 | N/A |
| Terms and Conditions | 6 years | Management | Clerk's office filing cabinet/archive boxes | Bin |
| Event Monitoring Forms | 6 years unless required for claims, insurance or legal purposes | Management | Clerk's office filing cabinet/archive boxes | Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| | For Allotments | | | |
| Register and plans | Indefinite | Audit, Management | n/a | N/A |
| Minutes | Indefinite | Audit, Management | n/a | N/A |
| Legal papers | Indefinite | Audit, Management | n/a | N/A |
| | For Burial Grounds | | | |

| Document | Minimum Retention Period | Reason | Location Retained | Disposal |
|--|---|--|---|----------|
| <ul style="list-style-type: none"> • Register of fees collected • Register of burials • Register of purchased graves • Register/plan of grave spaces • Register of memorials • Applications for interment • Applications for right to erect memorials • Disposal certificates • Copy certificates of grant of exclusive right of burial | Indefinite | Archives, Local Authorities Cemeteries Order 1977 (SI 204) | n/a | N/A |
| | Planning Papers | | | |
| Applications | Three years after consent granted or six years for significant developments | Management | Clerk's office filing cabinet/archive boxes | Bin |
| Appeals | 1 year unless significant development | Management | Clerk's office filing cabinet/archive boxes | Bin |
| Trees | 1 year | Management | Clerk's office filing cabinet/archive boxes | Bin |
| Local Development Plans | Retained as long as in force | Reference | Clerk's office filing cabinet/archive boxes | Bin |
| Local Plans | Retained as long as in force | Reference | Clerk's office filing cabinet/archive boxes | Bin |
| Town/Neighbourhood Plans | Indefinite – final adopted plans | Historical purposes | Clerk's office filing cabinet/archive | N/A |

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|---|---------------------------------------|-----------------|-------------------|--------------------|
| | | | boxes | |
| | CCTV | | | |
| Daily notes | Daily | Data protection | n/a | Confidential waste |
| Radio rotas | 1 week | Management | n/a | Confidential waste |
| Work rotas | 1 month | Management | n/a | Confidential waste |
| Observation sheets | 3 years | Data protection | n/a | Confidential waste |
| Stats | 3 years | Data protection | n/a | Confidential waste |
| Signing in sheets | 3 years | Management | n/a | Confidential waste |
| Review requests | 3 years | Data protection | n/a | Confidential waste |
| Discs – master and working | For as long as required | Data protection | n/a | Confidential waste |
| Internal Operations Procedure Manual | Destroy on renewal Review annually | Management | n/a | Confidential waste |
| Code of Practice | Destroy on renewal Review annually | Management | n/a | Confidential waste |
| Photographs/digital prints | 31 days | Data protection | n/a | Confidential waste |