

Hazlemere Parish Council: List of Documents for Retention or Disposal

Document: Minutes

Minimum Retention Period: Indefinite

Reason: Archive

Location Retained: Website and Office

Disposal: Original signed paper copies of Council minutes of meetings must be kept indefinitely. Ideally at regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority

Document: Agendas

Minimum Retention Period: 5 years

Reason: Management

Location Retained: Website and Office

Disposal: Bin (shred confidential waste)

Document: Accident/incident reports

Minimum Retention Period: 20 years

Reason: Potential claims

Location Retained: Office

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

Document: Scales of fees and charges

Minimum Retention Period: 6 years

Reason: Management

Location Retained: Website and Office

Disposal: Bin

Document: Receipt & payment accounts

Minimum Retention Period: Indefinite

Reason: Archive

Location Retained: Website and Office

Disposal: N/A

Document: All receipt books

Minimum Retention Period: 6 years

Reason: VAT

Location Retained: Office

Disposal: Bin

Document: All Bank statements
Minimum Retention Period: Last completed audit year
Reason: Audit
Location Retained: Office
Disposal: Confidential waste

Document: All Bank statements
Minimum Retention Period: Last completed audit year
Reason: Audit
Location Retained: Office
Disposal: Confidential waste

Document: Bank paying-in books
Minimum Retention Period: Last completed audit year
Reason: Audit
Location Retained: Office
Disposal: Confidential waste

Document: Cheque book stubs
Minimum Retention Period: Last completed audit year
Reason: Audit
Location Retained: Office
Disposal: Confidential waste

Document: Quotations and tenders
Minimum Retention Period: 6 years
Reason: Limitation Act 1980 (as amended)
Location Retained: Website and Office
Disposal: Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document: Paid invoices
Minimum Retention Period: 6 years
Reason: VAT
Location Retained: Website and Office
Disposal: Confidential waste

Document: Paid cheques
Minimum Retention Period: 6 years
Reason: Limitation Act 1980
Location Retained: Office
Disposal: Confidential waste

Document: VAT records
Minimum Retention Period: 6 years generally but 20 years for VAT on rents
Reason: VAT
Location Retained: Website and Office
Disposal: Confidential waste

Document: Petty cash books
Minimum Retention Period: 6 years
Reason: Tax, VAT, Limitation Act 1980 (as amended)
Location Retained: Office
Disposal: Confidential waste

Document: Timesheets
Minimum Retention Period: Last completed audit year, 3 years
Reason: Audit (requirement), Personal injury (best practice)
Location Retained: Office
Disposal: Confidential waste

Document: Wages books/payroll
Minimum Retention Period: 12 years
Reason: Pension
Location Retained: Website and Office
Disposal: Confidential waste

Document: Insurance policies
Minimum Retention Period: While valid (but see next two items below)
Reason: Management
Location Retained: Website and Office
Disposal: Bin

Document: Insurance company names and policy numbers
Minimum Retention Period: Indefinite
Reason: Management
Location Retained: Website and Office
Disposal: N/A

Document: Certificates for insurance against liability for employees
Minimum Retention Period: 40 years from date on which insurance commenced or was renewed
Reason: The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753), Management
Location Retained: Website and Office
Disposal: Bin

Document: Parish Park equipment inspection reports

Minimum Retention Period: 21 years

Reason: Personal injury (best practice)

Location Retained: Website and Office

Disposal: N/A

Document: Title deeds, leases, agreements, contracts

Minimum Retention Period: Indefinite

Reason: Audit, Management

Location Retained: Website and Office

Disposal: N/A

Document: Investments

Minimum Retention Period: Indefinite

Reason: Audit, Management

Location Retained: Website and Office

Disposal: N/A

Document: Members' allowances register

Minimum Retention Period: 6 years

Reason: Tax, Limitation Act 1980 (as amended)

Location Retained: Website and Office

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

Document: Information from other bodies e.g. circulars from county associations, NALC, principal authorities

Minimum Retention Period: Retained for as long as it is useful and relevant

Reason:

Location Retained: Website and Office

Disposal: Bin

Document: Local/historical information

Minimum Retention Period: Indefinite – to be securely kept for benefit of the Parish

Reason: 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)

Location Retained: Website and Office

Disposal: N/A

Document: Magazines and journals

Minimum Retention Period: Council may wish to keep its own publications. For others retain for as long as they are useful and relevant.

Reason: The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 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.

Location Retained: Office

Disposal: Bin if applicable

Record-keeping

Document: To ensure records are easily accessible it is necessary to comply with the following:

- A list of files stored in cabinets will be kept
- Electronic files will be saved using relevant file names

Minimum Retention Period: The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT company.

Reason: Management

Location Retained: Website and Office

Disposal: Documentation no longer required will be disposed of, ensuring anything confidential is destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document: General correspondence

Minimum Retention Period: 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.

Reason: Management

Location Retained: Website and Office

Disposal: Bin (shred confidential waste). A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document: Correspondence relating to staff. If related to Audit, see relevant sections above.

Minimum Retention Period: 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

Reason: 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.

Location Retained: Website and Office

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

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.

Document: Negligence

Minimum Retention Period: 6 years

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

Document: Defamation

Minimum Retention Period: 1 year

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

Document: Contract

Minimum Retention Period: 6 years

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

Document: Leases

Minimum Retention Period: 12 years

Disposal: Confidential waste.

Document: Sums recoverable by statute

Minimum Retention Period: 6 years

Disposal: Confidential waste.

Document: Personal injury
Minimum Retention Period: 3 years
Disposal: Confidential waste.

Document: To recover land
Minimum Retention Period: 12 years
Disposal: Confidential waste.

Document: Rent
Minimum Retention Period: 6 years
Disposal: Confidential waste.

Document: Breach of trust
Minimum Retention Period: None
Disposal: Confidential waste.

Document: Trust deeds
Minimum Retention Period: Indefinite
Disposal: N/A

For Halls, Centres, Recreation Grounds

Document: Application to hire / Invoices
Minimum Retention Period: 6 years
Reason: VAT
Location Retained: Website and Office
Disposal: Confidential waste
A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document: Lettings diaries
Minimum Retention Period: Electronic files
Reason: VAT
Location Retained: Website and Office
Disposal: N/A

Document: Terms and Conditions
Minimum Retention Period: 6 years
Reason: Management
Location Retained: Website and Office
Disposal: Bin

For Allotments

Document: Register and plans
Minimum Retention Period: Indefinite
Reason: Audit, Management
Location Retained: Website and Office
Disposal: N/A

Document: Legal papers
Minimum Retention Period: Indefinite
Reason: Audit, Management
Location Retained: Website and Office
Disposal: N/A

Planning Papers

Document: Applications
Minimum Retention Period: 1 year
Reason: Management
Location Retained: Website and Office
Disposal: Bin

Document: Appeals
Minimum Retention Period: 1 year unless significant development
Reason: Management
Location Retained: Website and Office
Disposal: Bin

Document: Trees
Minimum Retention Period: 1 year
Reason: Management
Location Retained: Website and Office
Disposal: Bin

Document: Local Development Plans
Minimum Retention Period: Retained as long as in force
Reason: Reference
Location Retained: Website and Office
Disposal: Bin

Document: Local Plans
Minimum Retention Period: Retained as long as in force
Reason: Reference
Location Retained: Website and Office
Disposal: Bin

Document: Parish/Neighbourhood Plans
Minimum Retention Period: Indefinite – final adopted plans
Reason: Historical purposes
Location Retained: Website and Office
Disposal: Bin

Last Reviewed: March 2022
To be Reviewed: March 2024