

WEEDON PARISH COUNCIL RETENTION OF DOCUMENTS POLICY

Reviewed 21st May 2024

WEEDON PARISH COUNCIL RETENTION OF DOCUMENTS POLICY

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes & Agendas	Indefinite	Archive	Clerk's archive, on website, laptop, memory stick & portable hard drive.	Original signed paper copies of Council minutes of meetings kept indefinitely in safe storage. At regular intervals of not more than 5 years they are archived and deposited with the Higher Authority
Accident/incident reports	20 years	Potential claims	Clerk's office file, laptop & on potable hard drive	Confidential waste. A list will be kept of those documents disposed of to meet current data protection laws and regulations.
Scales of fees and charges	6 years	Management	As above	Bin
Annual Returns	Indefinite	Archive	Clerk's archive, on website, laptop, memory stick & portable hard drive.	May be removed from website after 6 years
Receipt and payment account Spreadsheets	6 years	Audit	Laptop, memory stick & portable hard drive	Confidential waste
Paid purchase & sales invoices	6 years	VAT & Audit	Clerk's office file & Clerk's archive. Electronic copies on laptop, memory stick & portable hard drive	Confidential waste
Bank statements including deposit accounts	Last completed audit year	Audit	Clerk's office file	Confidential waste
Bank paying-in books	As Above	Audit	As above	Confidential waste
Cheque book stubs	As Above	Audit	As above	Confidential waste

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Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Clerk's office file & Clerk's archive. Electronic copies on laptop, memory stick & portable hard drive	Confidential waste. A list will be kept of those documents disposed of to meet current data protection laws and regulations.
VAT returns	6 years	VAT	Clerk's office file & Clerk's archive.	Confidential waste
Postage books	6 years	Limitation Act 1980 (as amended)	As above	Confidential waste
Payroll records	12 years	PAYE, NI & Pensions	HMRC PAYE App on Laptop & Memory stick	Confidential waste
Insurance policies	While valid (but see below)	Management	Clerk's office file	Bin
Insurance company names policy numbers & certificates	Indefinite	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Clerk's office file & Clerk's archive	At regular intervals of not more than 5 years they are archived and deposited with the Higher Authority
Play Park equipment inspection reports	21 years		Clerk's office file & Clerk's archive. Electronic copies on laptop, memory stick & portable hard drive	As above
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Clerk's office file & Clerk's archive	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	As above	Confidential waste. A list will be kept of those documents disposed of to meet current data protection laws and regulations.

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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 file. Electronic copies on laptop.	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).	Village Hall Archive	N/A
Magazines and journals	Own publications kept. Others retained for as long as they are useful and relevant.	Own publications kept for historical records	Own publications in Village Hall Archive	Bin if applicable

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<p>Record-keeping</p> <p>To ensure records are easily accessible:</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 	Electronic files will be backed up periodically on a portable hard drive.	Management		Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet current data protection laws and regulations.
General correspondence	Records kept for as long as they are needed for reference or accountability purposes.	Management	Clerk's office file & Clerk's archive. Electronic copies on laptop, memory stick & portable hard drive	Bin (shred confidential waste) A list will be kept of those documents disposed of to meet current data protection laws and regulations.
Correspondence relating to staff	Kept securely. Personal data in relation to staff will not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims	After an employment relationship has ended, a council may need to retain and access staff records for former	As above.	Confidential waste A list will be kept of those documents disposed of to meet current data protection laws and regulations.

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	between 3–6 months Recommend this period be for 3 years	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.		

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			Confidential waste. A list will be kept of those documents disposed of to meet current data protection laws and regulations.
Defamation	1 year			As Above.
Contract	6 years			As Above
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

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Burial Ground				
<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)	Clerk's archive. Electronic copies on laptop, memory stick & portable hard drive	N/A