

## WEEDON OLD SCHOOLROOM: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
<b>SECRETARIAL</b>				
Minutes and Agendas	Indefinite	Archive	Secretary's archive, laptop, memory stick, then WOS locked cupboard.	Original signed paper copies of WOS minutes of meetings kept indefinitely in safe storage
Accident/incident reports	20 years	Potential claims	Bookings Secretary's office file, laptop	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	Chairman's + As above	Bin
<b>FINANCIAL AND ACCOUNTING</b>				
Annual Returns	Indefinite	Archive	Treasurer's office file and Treasurer's archive. Electronic copies on Google drive.	Kept indefinitely on the Charity Commission website..
Receipt and payment account spreadsheets	6 years	Audit	As above	Confidential waste
Paid purchase & sales invoices	6 years	Audit	As above	Confidential waste
Bank statements including deposit accounts	Last completed audit year	Audit	As above	Confidential waste
Bank paying-in books	As Above	Audit	As above	Confidential waste
Cheque book stubs	As Above	Audit	As above	Confidential waste
Lettings Deposit Cheques	As above	Audit	As above	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Administrator's office file and once job approved by committee, passed to Treasurer for archive. Electronic copies on laptop and kept in secure cupboard.	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
<b>ADMINISTRATION OF HIRINGS</b>				
Completed Hiring Agreements	As above	Audit	As above	Confidential waste
Bookings Calendar (includes tel. no.)	2 years	Contact	Bookings Administrator's office for 2 years	Confidential waste
<b>GENERAL MANAGEMENT</b>				
Insurance policies	While valid (but see below)	Management	As above	Bin

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Insurance company names policy numbers & certificates	Indefinite	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	As above	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Original in WOS locked cupboard, copy in Secretary's office file .	N/A
Information from other bodies e.g. ACRE etc	Retained for as long as it is useful and relevant	Management	Chair's & Secretary's office files. Electronic copies on laptop.	Bin
<b>DOCUMENTS OF HISTORICAL INTEREST</b>				
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	To promote use of archive information for future publication.	Village Hall Archive in WOS locked cupboard	N/A
Magazines and journals	Own publications kept. Others retained for as long as they are useful and relevant.	Publications kept for historical records	Publications in Village Hall Archive in WOS locked cupboard	Bin if not relevant
<b>GENERAL RECORD-KEEPING</b>				
To ensure records are easily accessible: <ul style="list-style-type: none"> <li>Hard copy documents will be kept in logical filing system</li> </ul>	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.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
<ul style="list-style-type: none"> <li>Electronic files will be saved using relevant file names</li> </ul>				
General correspondence	Records kept for as long as they are needed for reference or accountability purposes.	Management	Chair/Secretary/Booking Administrator's office file archive. Electronic copies on laptop, memory stick & portable hard-drive	Bin (shred confidential waste)
<b>DOCUMENTS FROM LEGAL PROCEEDINGS</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			
Defamation	1 year			As Above
Contract	6 years			As Above
Sums recoverable by statute	6 years			Confidential waste
Personal injury	3 years			Confidential waste
Breach of trust	None			Confidential waste