

Stapeley & District Parish Council

Document Retention Policy

	Document	Minimum Retention Period	Reason	Disposal
1	Minutes	Indefinite	Archive	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 (i.e. Cheshire East Council); however, CEC no longer accepts deposits of minutes from local councils and these should, therefore, be deposited with the County Archivist in Cheshire.
2	Agendas	5 years	Management	Destroy (shred confidential wast10e)
3	Accident/incident reports	20 years	Potential claims	Confidential waste A list will be kep1t of those documents disposed of to meet the requirements of the GDPR regulations.
4	Receipt and payment accounts	Indefinite	Archive	N/A
5	Receipt books of all kinds	6 years	VAT	Waste disposal.
6	Bank statements including deposit/savings accounts	Last completed audit year	Audit	Confidential waste
7	Bank paying-in books	Last completed audit year	Audit	Confidential waste
8	Cheque book stubs	Last completed audit year	Audit	Confidential waste
9	Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
10	Paid invoices	6 years	VAT	Confidential waste
11	Paid cheques	6 years	Limitation Act 1980 (as amended)	Confidential waste
12	VAT records	6 years generally but 20 years for VAT on rents	VAT	Confidential waste
13	Salary records/payroll	12 years	Superannuation	Confidential waste
14	Insurance policies	While valid (but see lines 15 and 16)	Management	Waste disposal.
15	Insurance company names and policy numbers	Indefinite	Management	N/A

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16	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	Waste disposal.
17	Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A
18	Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
19	Information from other bodies e.g. circulars from county associations, NALC, principal authorities.	Retained for as long as it is useful and relevant		Waste disposal.
20	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).	N/A
21	Magazines and journals	Council may wish to keep its own publications 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 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.	Waste disposal.

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22	To ensure records are easily accessible it is necessary to comply with the following: <ul style="list-style-type: none"> 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, (yet to be determined).	Management	Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be retained of those documents disposed of, to meet the requirements of the GDPR regulations.
23	General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be retained. Records should be retained 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	Waste disposal (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
24	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 for which it was held. Likely time limits for tribunal claims between 3–6 months. Recommended : Retain for three 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.	Confidential waste A list will be retained of those documents disposed of to meet the requirements of the GDPR regulations.
25	Negligence	6 years		Confidential waste. A list will be retained of those documents disposed of to meet the requirements of the GDPR regulations.
26	Defamation	1 year		Confidential waste. A list will be retained of those documents disposed of to meet the requirements of the GDPR regulations.

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27	Contract	6 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
28	Leases	12 years		Confidential waste.
29	Sums recoverable by statute	6 years		Confidential waste.
30	Personal injury	3 years		Confidential waste.
31	To recover land	12 years		Confidential waste.
32	For Halls, Centres, Recreation Grounds <ul style="list-style-type: none"> • Application to hire • Invoices • Record of tickets issued 	6 years	VAT	Confidential waste A list of those documents disposed of will be retained to meet the requirements of the GDPR regulations.
33	Lettings diaries	Electronic files linked to accounts	VAT	N/A
34	Terms and Conditions	6 years	Management	Bin
35	Legal papers	Indefinite	Audit, Management	N/A
36	Local Development Plans	Retained as long as in force	Reference	Bin
37	Local Plans	Retained as long as in force	Reference	Bin
38	Neighbourhood Plans	Indefinite – final adopted plan	Historical purposes	N/A
39	Photographs/digital prints	31 days	Data protection	Confidential waste