

FINMERE PARISH COUNCIL	RETENTION AND DISPOSAL	POLICY - APPENDIX A: LIST OF	DOCUMENTS FOR	RETENTION OR DISPOSAL
Document	Minimum Retention Period	Reason	Location Retained	Disposal
OFFICIAL COUNCIL RECORDS				
Signed minutes and supporting documentation	Indefinite	Legal - 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	By Clerk and on website	N/A
Agendas	Permanently	Legal and Management	By Clerk	Bin (shred confidential waste) (paper copies only)
Acceptance of Office Forms	Permanently	Legal	By Clerk	N/A
Accident/Incident reports	20 years	Potential claims	By Clerk	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
Declarations of Interest	Permanently	Legal	By Clerk and on website	N/A
Scales of fees and charges	6 years	Management		Bin
FINANCIAL RECORDS				
Receipt and payment accounts	Indefinite	Archive	By Clerk and on website	N/A
Receipt books of all kinds	6 years	VAT	By Clerk	Confidential waste
Bank statements inc deposit/savings accounts	6 years	Audit	By Clerk	Confidential waste
Bank paying-in books	Last completed audit year	Audit	By Clerk	Confidential waste
Bank reconciliations	6 years	Legal/Audit	By Clerk	Confidential waste
Cheque book stubs	Last completed audit year	Audit	By Clerk	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	By Clerk/Councillors	Confidential waste - listed
Paid invoices	6 years	VAT	By Clerk	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	By Clerk	Confidential waste
VAT records	6 years generally - 20 years for rents	VAT	By Clerk	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	By Clerk	Confidential waste
Investments	Indefinite	Audit, Management	By Clerk	N/A
ASSETS				
Asset Register	10 years	Legal	By Clerk and on website	Bin
DONATIONS AND SUBSCRIPTION RECORDS				
Government grants if not now receiving	6 years	Legal	By Clerk	Bin

Government grants if still receiving	Permanently	Legal	By Clerk	N/A
EMPLOYEE RECORDS				
Accident/incident	20 years	Potential claims	By Clerk	Confidential waste - listed
Amended Code Number Notice	6 years	Legal	By Clerk	Confidential waste
Employee pay slips	2 years	Audit	By Clerk	Confidential waste
Payment changes	6 years	Legal	By Clerk	Bin
Staff personal records	7 years after employment end	Legal	By Clerk	Confidential waste
Timesheets	Last completed audit year/3 years	Audit requirement/personal injury best practice	By Clerk	Confidential waste
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 a period of 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	By Clerk	Confidential waste - listed
WAGES - ANNUAL RETURN (PAYE)				
P45, P48, P60	6 years	Legal	By Clerk	Confidential waste
Income Tax/Pay details	6 years	Legal	By Clerk	Confidential waste
Tax refunds	6 years	Legal	By Clerk	Confidential waste
Wages books/payroll	12 years	Superannuation	By Clerk	Confidential waste
INSURANCE				
Insurance policies	While valid (but see next two items below)	Management	By Clerk	Bin
Insurance company names and policy numbers	Indefinite	Management	By Clerk	N/A
Certificates for insurance against liability for employees	40 yrs from date of commencement or renewal	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI 2753)/Management	By Clerk	Bin
Town park equipment inspection reports	21 years	Management	By Clerk	Bin
TITLE DEEDS				
Title deeds, agreements, contracts	Indefinite	Audit, Management	By Chairman	N/A
Leases	12 years after lease end	Legal	By Chairman	Confidential waste - listed
Planning permission	12 years after interest ends	Legal	By Clerk	Bin
PLANNING				
Planning granted (all papers)	Until development completed	To check compliance	By Clerk	Bin
Permission granted on appeal (all papers)	Until development completed	To check compliance	By Clerk	Bin
Permission granted on appeal (decision notice)	Permanently	May set a precedent	By Clerk	N/A
Permission refused	Until end of appeal period	For reference	By Clerk	Bin
Permission refused on appeal (decision notice)	Permanently	May set a precedent	By Clerk	N/A

Structure and Local Plants etc	Until superseded	Management	By Clerk	Bin
GENERAL RECORD KEEPING				
To ensure records are easily accessible it is necessary to comply with the following: 1. A list of files stored in cabinets will be kept 2. Electronic files will be saved using relevant file names	The electronic files will be backed up periodically on a portable hard drive	Management	By Clerk	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 the requirements of the GDPR regulations
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 the regulatory requirements or to protect legal and other rights and interests	Management	By Clerk	Bin (shred 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	Management	By Clerk	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)	By Clerk	N/A
DOCUMENTS FROM LEGAL MATTERS,		NEGLIGENCE AND OTHER TORTS		
Most legal proceedings are governed by the Limitation Act periods specified the documentation should be kept for the	1980 (as amended). The 1980 Act provides longer period specified. Some types of legal	that legal claims may not be commenced after a proceedings may fall within two or more categories.	specified period. Where the If in doubt keep for the	limitation periods are longer than other longest of the three limitation periods
Negligence	6 years	Legal	By Clerk	Confidential waste - listed
Defamation	1 year	Legal	By Clerk	Confidential waste - listed
Contract	6 years	Legal	By Clerk	Confidential waste - listed
Leases	12 years	Legal	By Chairman	Confidential waste
Sums recoverable by statute	6 years	Legal	By Clerk	Confidential waste
Personal injury	3 years	Legal	By Clerk	Confidential waste
To recover land	12 years	Legal	By Clerk	Confidential waste
Rent	6 years	Legal	By Clerk	Confidential waste
Breach of trust	None	N/A	N/A	N/A
Trust deeds	Indefinite	Legal	By Chairman	N/A