

Salcombe Town Council Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Council address	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 Devon Records Office.
Agendas	5 years	Management	Council address	Kept with Minutes
Accident/incident reports	20 years	Potential claims	Insurance company cases	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 (Park and Ride and Burials)	6 years	Management	Council address	Bin or retention as burial records below.
Receipt and payment accounts	Indefinite	Archive	Council address	N/A
Receipt books of all kinds	6 years	VAT	None held	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	With accounts	Confidential waste
Bank paying-in books	Last completed audit year	Audit	With accounts	Confidential waste
Cheque book stubs	Last completed audit year	Audit	With accounts	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	With accounts	Confidential waste. A list will be kept of those

Document	Minimum Retention Period	Reason	Location Retained	Disposal
				documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT	With accounts	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	With accounts	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	With accounts	Confidential waste
Petty cash, postage and telephone books (None held)	6 years	Tax, VAT, Limitation Act 1980 (as amended)	None held	Confidential waste
Timesheets (None compiled)	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	None held	Bin
Wages books/payroll	12 years	Superannuation	With accounts	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Filing cabinet council address	Bin
Insurance company names and policy numbers	Indefinite	Management	Filing cabinet and email	N/A
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	Filing cabinet and email	N/A
Jubilee Garden play equipment inspection reports	21 years	Insurance claims	Play Inspection Online reports	Held electronically by inspecting company till no longer required.
Investments	Indefinite	Audit, Management	N/A	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Filing cabinet for agreements and contracts with remainder in safe at council address	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	In folder at council office address.	Confidential waste. A list will be kept of those

Document	Minimum Retention Period	Reason	Location Retained	Disposal
				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	Information purposes.	Council address	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 to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).	Council address	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Magazines and journals Parish Plan	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.	Website and/or hard copy at council address	To be deposited as the Act requires or bin if applicable
Record-keeping				
To ensure records are easily accessible it is necessary to comply with the following: <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 	The electronic files will be backed up periodically on a portable hard drive along with retention on the cloud-based programme used by the Council.	Management	Council address or in Dropbox cloud storage.	Documentation no longer used or 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.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
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 regulatory requirements or to protect legal and other rights and interests.	Management	Filing cabinet, Dropbox correspondence files or within emails.	Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
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 this period be for 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.	With accounts or in filing cabinet or emails.	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
	<p>Documents from legal matters, negligence and other torts</p> <p>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.</p> <p>If in doubt, keep for the longest of the three limitation periods.</p>			
Negligence	6 years		N/A	Confidential waste. A list

Document	Minimum Retention Period	Reason	Location Retained	Disposal
				will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year		N/A	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years		N/A	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years		Office safe	Confidential waste.
Sums recoverable by statute	6 years		N/A	Confidential waste.
Personal injury	3 years		N/A	Confidential waste.
To recover land	12 years		Office filing cabinet and emails	Confidential waste.
Rent	6 years		Accounts	Confidential waste.
Breach of trust	None		N/A	Confidential waste.
Trust deeds	Indefinite		N/A	N/A
For Halls, Centres, Recreation Grounds				
<ul style="list-style-type: none"> • Application to hire • Invoices • Record of tickets issued 	6 years	VAT	Records kept in filing cabinet.	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Lettings diaries	Electronic files linked to accounts	VAT	N/A	N/A
Terms and Conditions	6 years	Management	Records kept in filing cabinet and on email.	Delete or Bin

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management	Currently N/A	Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
	For Allotments			
Register and plans	Indefinite	Audit, Management	Filing cabinet	N/A
Minutes	Indefinite	Audit, Management	N/A as separate allotment management committee	N/A
Legal papers	Indefinite	Audit, Management	N/A	N/A
	For Burial Grounds			
<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)	Filing cabinet papers and accounts. Filing cabinet papers and electronic records. As above for remaining documents.	N/A
	Planning Papers			
Applications	3 months as held by	Management	District Council	Bin

