

St Harmon Community Council - Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Disposal
Council and Councillors			
Minutes of Council meetings and Committees	Indefinite	Archive	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage.
Agendas of Council meetings and Committees	5 years	Management	General waste
Reports/documents circulated with agendas	Keep as per related agendas	Management	General waste
Councillors' Declarations of Office	2 years from end of term of office	Management	General waste
Councillors' Register of Interests	2 years from end of appointment	Management	General waste
Application Forms for co-opting onto the Community Council	6 months from close of co-opting opportunity	Management	Confidential waste
Register of Electors	End of administrative use	Management	Confidential waste
Financial			
Receipt and payment accounts	Indefinite	Archive	N/A
Receipt books of all kinds	6 years	VAT	General waste
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Confidential waste.

Document	Minimum Retention Period	Reason	Disposal
			A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Confidential waste
VAT records	6 years	VAT	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Confidential waste
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.
Community Grant applications and final report on outcome	6 years after project has expired	Management	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	General waste
Wages books/payroll	12 years	Tax	Confidential waste
Internal and External Audit reports	Indefinite	Archive	N/A
Annual Returns to Audit Office	Indefinite	Archive	N/A
Insurance			
Accident/incident reports	20 years	Potential claims	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	Disposal
Insurance policies	While valid (but see next two items below)	Management	General waste
Insurance company names and policy numbers	Indefinite	Management	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	General waste
Children's playground equipment inspection reports	21 years		General waste
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A
Maps, plans and surveys of property owned by the Community Council	Indefinite	Management	N/A
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.	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 the requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Disposal
General correspondence	<p>Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept.</p> <p>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.</p>	Management	<p>General waste (securely dispose of confidential waste)</p> <p>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>
Correspondence relating to staff	<p>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</p> <p>Recommend this period be for 3 years</p>	<p>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.</p>	<p>Confidential waste</p> <p>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>

Document	Minimum Retention Period	Reason	Disposal
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		General waste
Local/historical information	Indefinite – to be securely kept for benefit of the Community		N/A
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 the requirements of the GDPR regulations.
Defamation	1 year		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years		Confidential waste.

Document	Minimum Retention Period	Reason	Disposal
			A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Personal injury	3 years		Confidential waste.
Rent	6 years		Confidential waste.
Trust deeds	Indefinite		N/A
Planning Documents			
Applications	6 years after decision or, if longer, until development is completed	Management	General waste
Planning Appeals	6 years from conclusion of Appeal. It may be appropriate to retain indefinitely if an approval on appeal might have wider implications in the community.	Management	General waste
Trees	1 year	Management	General waste
Local Development Plans	Retained as long as in force	Reference	General waste
Local Plans	Retained as long as in force	Reference	General waste

Adopted by St Harmon Community Council on

To be reviewed by: (Date)