


KING'S SOMBORNE PARISH COUNCIL			
DOCUMENT RETENTION POLICY			
Version:	1.2	Date adopted:	
Based on template:	SLCC	Minute no.:	
Template dated:	2019	Date for Review:	

Summary

1. Documents shall be retained only if required by statute or they are likely to have some historical or practical value in the future. Documents shall include files, hard copies and e-mails each of which will be assessed according to the importance and sensitivity of the information held, the durability of the medium and the need for and facilities available for access.
2. Security arrangements shall be determined by the importance and sensitivity of the information and any restrictions on or rights of access to the material shall be protected in accordance with the Data Protection Act 1998 but will be disclosable in response to data subject requests.
3. The need for and quality of back up shall respect the importance and sensitivity of the material.
4. The length of time for which documents shall be retained shall be governed by the time legal proceedings may be brought, statutory requirements or sound management.
5. Most legal proceedings are governed by the 'Limitation Acts'. The Acts, notably the Limitation Act 1980, state that claims may not be commenced after a specified period. The specified period varies depending upon the type of claim in question and the table below sets out the limitation periods for different categories of claim.

List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Disposal	Relevant to KSPC	Action to take
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 (HCC).	Yes	Continue
Agendas	5 years	Management	Bin (shred confidential waste)	Yes	Continue
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.	Yes	Start new file
Scales of fees and charges	6 years	Management	Bin	Yes	Continue
Receipt and payment accounts	Indefinite	Archive	N/A	Yes	Continue
Receipt books of all kinds	6 years	VAT	Bin	Yes	Continue
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Confidential waste	Yes	Continue
Bank paying-in books	Last completed audit year	Audit	Confidential waste	Yes	Continue
Cheque book stubs	Last completed audit year	Audit	Confidential waste	Yes	Continue
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.	Yes	Continue
Paid invoices	6 years	VAT	Confidential waste	Yes	Continue
Paid cheques	6 years	Limitation Act 1980 (as amended)	Confidential waste	Yes	Continue

Document	Minimum Retention Period	Reason	Disposal	Relevant to KSPC	Action to take
VAT records	6 years generally but 20 years for VAT on rents	VAT	Confidential waste	Yes	Continue
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Confidential waste	Yes	Continue
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Bin	Yes	Continue
Wages books/payroll	12 years	Superannuation	Confidential waste	Yes	Continue
Insurance policies	While valid (but see next two items below)	Management	Bin	Yes	Continue
Insurance company names and policy no.s	Indefinite	Management	N/A	Yes	Continue
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	Bin	Yes	Continue
Town Park equipment inspection reports	21 years	Liability	Archive to HCC	Yes	Continue
Investments	Indefinite	Audit, Management	N/A	Yes	Continue
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A	Yes	Continue
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.	Yes	Continue
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Bin	Yes	Continue

Document	Minimum Retention Period	Reason	Disposal	Relevant to KSPC	Action to take
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	Yes	Continue
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.	Bin if applicable	Yes	Continue
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 keptElectronic files will be saved using relevant file names	The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme.	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.	Yes	Purchase hard drive.

Document	Minimum Retention Period	Reason	Disposal	Relevant to KSPC	Action to take
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	Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.	Yes	Continue
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.	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.	Yes	Continue
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.	Yes	Continue

Document	Minimum Retention Period	Reason	Disposal	Relevant to KSPC	Action to take
Defamation	1 year		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.	Yes	Continue
Contract	6 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.	Yes	Continue
Leases	12 years		Confidential waste.	Yes	Continue
Sums recoverable by statute	6 years		Confidential waste.	Yes	Continue
Personal injury	3 years		Confidential waste.	Yes	Continue
To recover land	12 years		Confidential waste.	Yes	Continue
Rent	6 years		Confidential waste.	Yes	Continue
Breach of trust	None		Confidential waste.	Yes	Continue
Trust deeds	Indefinite		N/A	Yes	Continue
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 will be kept of those documents disposed of to meet the requirements of the GDPR regulations.	Muga & Recreation Ground only	Continue

Document	Minimum Retention Period	Reason	Disposal	Relevant to KSPC	Action to take
Lettings diaries	Invoice to reference hire dates	VAT	N/A	No	none
Terms and Conditions	6 years	Management	Bin	Yes	Continue
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management	Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.	Yes	Continue
For allotments					
Register and plans	Indefinite	Audit, Management	N/A	N/A	N/A
Minutes	Indefinite	Audit, Management	N/A	N/A	N/A
Legal papers	Indefinite	Audit, Management	N/A	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)	N/A	Yes	Continue

Document	Minimum Retention Period	Reason	Disposal	Relevant to KSPC	Action to take
Planning Papers – TVBC are no longer sending paper copies. All are available on the website.					
Applications	Until application has been reviewed by Council.	Management	Bin	Yes	Continue
Appeals	1 year unless significant development	Management	Bin	Yes	Continue
Trees	Until application has been reviewed by Council.	Management	Bin	Yes	Continue
Local Development Plans	Retained as long as in force	Reference	Bin	Yes	Continue
Local Plans	Retained as long as in force	Reference	Bin	Yes	Continue
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	N/A	Yes	Continue
CCTV					
Daily notes	Daily	Data protection	Confidential waste	N/A	N/A
Radio rotas	1 week	Management	Confidential waste	N/A	N/A
Work rotas	1 month	Management	Confidential waste	N/A	N/A
Observation sheets	3 years	Data protection	Confidential waste	N/A	N/A
Stats	3 years	Data protection	Confidential waste	N/A	N/A
Signing in sheets	3 years	Management	Confidential waste	N/A	N/A
Review requests	3 years	Data protection	Confidential waste	N/A	N/A
Discs – master and working	For as long as required	Data protection	Confidential waste	N/A	N/A
Internal Operations Procedure Manual	Destroy on renewal Review annually	Management	Confidential waste	N/A	N/A
Code of Practice	Destroy on renewal Review annually	Management	Confidential waste	N/A	N/A
Photographs/digital prints	31 days	Data protection	Confidential waste	N/A	N/A