

Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Disposal
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 ten years they must be archived and deposited with Staffordshire County Records.
Agendas	5 years	Management	Bin (shred confidential waste)
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.
Receipt and payment accounts	Indefinite	Archive	N/A
Receipt books of all kinds	6 years	VAT	Bin
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. A list will be kept of those documents disposed of to meet the requirements of the GDPR.

Document	Minimum Retention Period	Reason	Disposal
Paid invoices	6 years	VAT	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	Confidential waste
Wages books/payroll	12 years	Superannuation	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Bin
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	Bin
Playground equipment inspection reports	21 years		
Investments	Indefinite	Audit, Management	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Bin

Document	Minimum Retention Period	Reason	Disposal
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
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
Record-keeping			
To ensure records are easily accessible it is necessary to comply with the following: 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 monthly 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.

Document	Minimum Retention Period	Reason	Disposal
General correspondence and emails	<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	Bin (shred confidential waste). A list will be kept of those documents disposed of to meet the requirements of the GDPR.
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 Recommend this period be for 3 years.</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.	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.

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

Document	Minimum Retention Period	Reason	Disposal
Planning Applications			
All planning applications and relevant decision notices are available at East Staffordshire Borough Council. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Parish Council's Minutes and are retained indefinitely.			
Other Documentation			
Declarations of acceptance of office	Term of Office plus 1 year	Management	Bin
Members' Register of Interests forms	Currently held by East Staffordshire Borough Council		
Complaints	1 year	Management	Bin