

Appendix 1 – Table of Retention and Disposal of Documents

Document	Minium Retention Period	Reason	Disposal
Minutes	Indefinite	Archives	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
Agendas	5 years	Management	Bin (Shred confidential waste)
Accident or incident reports	Potential claims	Management	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	6 years	Management	Bin
Receipt and payment accounts	Indefinite	Archive	Not applicable
Receipt books of all kinds	6 years	VAT	Bin
Bank statements including deposit and savings accounts	Last completed audit year	Audit	Confidential waste
Bank paying in books	Last completed tax 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 regulations
Paid invoices	6 years	VAT	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Confidential waste

VAT records	6 years generally but 20 years for VAT on rents	VAT	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Confidential waste
Wages books/payroll	12 years	Superannuation	Confidential waste
Insurance policies	While valid (But see next two items on list below)	Management	Bin
Insurance company names and policy numbers	Indefinite	Management	Not applicable
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
Investments	Indefinite	Audit, management	Not Applicable
Title deeds, leases, agreements, contracts	Indefinite	Audit, management	Not applicable
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
Information from other bodies e.g., circulars from county associations or principal authorities	Retained for as long as it is useful and relevant	Management	Bin
Local or historical information	Indefinite. To be securely kept for benefit of the Parish	Councils may acquire 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).	Not applicable

Negligence	6 years	Management	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
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 the 1st 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
Leases	12 years	Management	Confidential waste
Sums recoverable by statute	6 years	Management	Confidential waste
Personal injury	3 years	Management	Confidential waste
Rent	6 years	Audit and management	Confidential waste
Defamation	1 year	Management	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contracts	6 years	Management	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Burial Grounds, a register of fees collected	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204	Not Applicable
Register of burials	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204	Not Applicable

Register of purchased grave space	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204	Not Applicable
Register of memorials	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204	Not Applicable
Application for internment	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204	Not Applicable
Disposal certificates	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204	Not Applicable
Copy certificates of grant of exclusive right of burial	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204	Not Applicable
Planning applications	Found on Council planning portal	Management	Not Applicable
Planning appeals	Found on Council planning portal	Management	Not applicable
Trees	1 year	Management	Bin
Local Development Plans and Local Plan	As long as in force	Reference	Bin
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 to 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
Code of practice	Destroy on renewal	Management	Confidential waste