

Bottisham Parish Council (BPC) Document & Retention & Disposal Policy

Appendix A: List of Documents for Retention or Disposal

* Clerk's Office includes hard copy and/or laptop and also in Parish Council filing cabinet and safe

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Clerk's Office	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	Laptop	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Clerk's Office	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	Clerk's Office	Bin
Receipt and payment accounts	Indefinite	Archive	Clerk's Office	N/A
Receipt books of all kinds	6 years	VAT	Clerk's Office	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Clerk's Office	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Clerk's Office	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Clerk's Office	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Clerk's Office	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	Clerk's Office	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Clerk's Office	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	Clerk's Office	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Clerk's Office	Confidential waste
Timesheets	Last completed audit year	Audit (requirement)	Clerk's Office	Bin
	3 years	Personal injury (best practice)		
Wages books/payroll	12 years	Superannuation	Clerk's Office	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Clerk's Office	Bin
Insurance company names and	Indefinite	Management	Clerk's Office	N/A

policy numbers				
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)	Clerk's Office	Bin
		Management		
Playground equipment inspection reports	21 years		Not applicable for BPC	
Investments	Indefinite	Audit, Management	Clerk's Office	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Clerk's Office	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		Clerk's Office	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 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).	Clerk's Office	N/A
Magazines and journals (Village Bulletin)	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) *	Clerk's Office	Bin if applicable
*requires a local council which after 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. It must be noted that Bottisham Parish Council does not produce The Cresset or pay for it in its entirety.				
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	The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT company.	Management	Clerk's Office	Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste.

Electronic files will be saved using relevant file names				A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept.	Management	Clerk's Office	Bin (shred confidential waste)
	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.			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.	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.	Clerk's Office	Confidential waste
	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			A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
	Recommend this period be for 3 years			
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		Clerk's Office	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year		Clerk's Office	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years		Clerk's Office	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Leases	12 years		Clerk's Office	Confidential waste.
Sums recoverable by statute	6 years		Clerk's Office	Confidential waste.
Personal injury	3 years		Clerk's Office	Confidential waste.
To recover land	12 years		Clerk's Office	Confidential waste.
Rent	6 years		Clerk's Office	Confidential waste.
Breach of trust	None		Clerk's Office	Confidential waste.
Trust deeds	Indefinite		Clerk's Office	N/A
For Halls, Centres, Recreation Grounds				
Application to hire	6 years	VAT	Clerk's Office	Confidential waste
Invoices				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	Clerk's Office	N/A
Terms and Conditions	6 years	Management	Clerk's Office	Bin
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management	Clerk's Office	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	Clerk's Office	N/A
Other				
Legal papers	Indefinite	Audit, Management	Clerk's Office	N/A
Trees	5 years	Management	Clerk's Office	Bin
Local Development Plans	Retained as long as in force	Reference	Clerk's Office	Bin
Local Plans	Retained as long as in force	Reference	Clerk's Office	Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	Clerk's Office	N/A
CCTV				
Discs – master and working	For as long as required	Data protection		Confidential waste
Internal Operations Procedure Manual	Destroy on renewal	Management		Confidential waste
	Review annually			

For adoption September 2024
Review every 5 years in line with
Document Retention and Disposal
Policy