



## CRANAGE PARISH COUNCIL

### List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Locked office / loft	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	3 years	Management	On website/computer docs	Bin (shred confidential waste)
Accident/incident reports  Accidents Books  Volunteers list including Risk Assessments	20 years	Potential claims	Locked filing cabinet  Locked 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	Website / computer	Bin

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Location Retained</b>	<b>Disposal</b>
Receipt books of all kinds	6 years	VAT	Locked office /loft	Bin
Bank statements including deposit/savings accounts	1 year and current	Audit	Locked office	Confidential waste
Bank paying-in books	6 years	Audit	Locked filing cabinet	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Locked filing cabinet / loft	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Locked office/ loft	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	Locked office/ loft	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	Locked filing cabinet	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	NA	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Locked filing cabinet	Bin
Wages books/payroll	12 years	Superannuation	TCS Management/ locked Filing cabinet	Confidential waste
Insurance policies	While valid (but see next two)	Management	Website / Locked filing cabinet	Bin

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Location Retained</b>	<b>Disposal</b>
	items below)			
Insurance company names and policy numbers	Indefinite	Management	Locked filing cabinet	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	Locked filing cabinet	Bin
Equipment inspection reports	21 years		Locked filing cabinet	
Investments	Indefinite	Audit, Management	Locked office	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Locked filing cabinet	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Locked filing cabinet	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, NALC, principal authorities	Retained for as long as it is useful and relevant		Office /members	Bin

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Magazines and journals	<p>Council may wish to keep its own publications</p> <p><i>For others retain for as long as they are useful and relevant.</i></p>	<p>The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1<sup>st</sup> 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.</p>	Locked filing cabinet/ website	Bin if applicable
<b>Record-keeping</b>				

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<p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> <li>• A list of files stored in cabinets will be kept</li> <li>• Electronic files will be saved using relevant file names</li> </ul>	<p>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.</p>	<p>Management</p>	<p>Where does Mozy save my data?</p> <p>Article ID: 000211911</p> <p>Date: 09/29/2017</p> <p>Mozy will save your data based on the Current Location setting located under the Regional and Language Options of the computer. Based on the location, Mozy selects one of its many data centers around the world.</p> <p>For example: If a user's location is set to United States then the data on the computer will be sent to a data center within the United States.</p> <p>'Firewall' antivirus checked annually.</p>	<p>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.</p>

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General correspondence	6 years including emails sent.  Email deletions 30 days	Management	On computer/ in lock filing cabinet	Bin (shred confidential waste) 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. 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 Recommended 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.	Locked filing cabinet	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	Location Retained	Disposal
Surveys	Indefinitely	Justification for actions taken	Locked filing cabinet / computer	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
	<p><b>Documents from legal matters, negligence and other torts</b>  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.</p>			
Negligence	6 years		Locked filing cabinet	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.

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Contract	6 years		Locked filing cabinet	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years		Locked filing cabinet	Confidential waste.
Sums recoverable by statute	6 years		Locked filing cabinet	Confidential waste.
Personal injury	3 years		Locked filing cabinet	Confidential waste.
To recover land	12 years		Locked filing cabinet	Confidential waste.
Rent	6 years		Locked filing cabinet	Confidential waste.
Breach of trust	None		NA	Confidential waste.
Trust deeds	Indefinite		Locked filing cabinet	N/A
Legal papers	Indefinite	Audit, Management	Locked filing cabinet	N/A
<b>Planning Papers</b>				
Applications	1 year	Management	Locked office /website /CE website	Bin
Appeals	1 year unless significant development	Management	Locked office	Bin
Trees	1 year	Management		Bin
Local Development Plans	Retained as long as in force	Reference	Office	Bin
Local Plans	Retained as long as in force	Reference	Loft	Bin



<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Location Retained</b>	<b>Disposal</b>
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	Loft – NBACM in Chairman's locked office	N/A