

BERE FERRERS PARISH COUNCIL - LIST OF DOCUMENTS FOR RETENTION OR DISPOSAL

Document	Minimum Retention	Reason	Disposal
Minutes	Indefinite	Archive	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals or not more than five years they must be archived and deposited with the Higher Authority.
Agendas	5 years	Management	Bin (shred confidential waste) Confidential waste. A list be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Accident/Incident Reports	20 years	Potential claims	Bin
Scales of fees and charges	6 years	Management	n/a
Receipt of payment accounts	Indefinite	Archive	Bin
Receipt books of all kinds	6 years	VAT	
Bank Statements including deposit/saving accounts	5 years	Audit (last completed audit year) and management	Confidential waste.
Banking paying-in-books and stubs	5 years	Audit (last completed audit year) and management	Confidential waste.
Cheque book stubs	5 years	management	confidential waste.
Quotations and tenders	6 years after completion of contract	Limitation Act 1980 (as amended)	Confidential waste. A list 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	VAT	confidential waste.
VAT records	VAT on rents	Limitation Act 1980 (as amended)	confidential waste
	Last completed audit year	Audit (requirement)	
Timesheets	3 years	Personal injury (best practice)	confidential waste
Wages books/payroll	12 years	superannuation	confidential waste
	While valid (but see next two items below)		
Insurance policies		Management	Bin
Insurance company names and insurance policies	Indefinite	Management	n/a
	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI.2753)	
Certificates for insurance against liability for employees		Management	Bin
Investments	Indefinite	Audit, Management	n/a

Document	Minimum Retention	Reason	Disposal
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	n/a
Members allowance register	6 years	Tax, Limitation Act 1980 (as amended)	Confidential waste. A list will be keep 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	Councils may acquire records of local interest and accept gifts or records or general and local interest in order to promote the use such records (defined as materials in written or other from setting out facts or events or otherwise recording information.)	Bin
Local/historical information	Indefinite - to be securely keep for benefit of the Parish		
Record Keeping			
To ensure records are easily accessible it is necessary to comply with the following:			
1. A list of files stored will be kept.	The electronic files will be backed up periodically using a 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 keep of those documents disposed of to meet the requirements of the GDPR regulations.
2. Electronic files will be saved using relevant file names	As required for administrative purposes	Management	Bin (shred confidential waste)
General correspondence	If related to Audit, a 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 are 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 on tax, national insurance contributions and pensions, and in respect of any related legal claims made against the Council	Confidential waste. A list will be keep for those documents disposed of to meet the requirements of the GDPR regulations.
Correspondence relating to staff			

Document	Minimum Retention	Reason	Disposal
Documents from legal matters, negligence and other sorts			
<p>Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims made not be commenced after a specified period. Where the limitation periods no 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 period.</p>			
Negligence	6 years		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
Contract	6 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
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	Reason	Disposal
For Burial Grounds			
1. Register of fees collected.			
2. Register of burials		Archives, Local Authorise Cemeteries Order	
3. Register of purchased graves	Indefinite	1977 (SI.204)	n/a
Register 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			
Planning Papers			
Applications	1 year	Management	Bin
Appeals	development	Management	Bin
Trees	1 year	Management	Bin
Local Development Plans	Retained as long as in force	Management	Bin
Local Plans	Retained as long as in force	Management	Bin
Town/Neighbourhood Plans	Indefinite - final adopted plans	Historical purposes	n/a

Last review, amended and adopted by the Full Council at meeting held on 29th June 2021
Minute No: 31

Next review date: 2022