

Owslebury Parish Council Appendix 1: List of Documents for Retention or Disposal

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	DISPOSAL
Accident/ Incident Reports	20 Years	Potential Claims	Confidential waste. A list will be kept of those documents disposed of to meet the GDPR requirements
Agendas	5 Years	Management	Confidential waste
Annual Return & Audited Accounts	Indefinite	Audit requirement	N/A
Bank Statements including Deposit/ Savings Accounts	Last completed audit year	Audit	Confidential waste
Councillors Declarations of Office	4 Years or until they vacate office - Which ever is earlier	Operational	Confidential waste
Information from Other Bodies e.g. circulars	Retained as long as they are useful and relevant		Bin
Insurance Policies	While Valid	Management	Bin
Investments	Indefinite	Audit/ Management	N/A
Local Historical Information	Indefinite - To be kept for the benefit of the Parish		N/A
Magazines and Journals	Retained as long as they are useful and relevant		Bin
Minutes	Indefinite	Archive	Original signed paper copies of all Council minutes 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.
Paid Invoices	6 Years	VAT	Confidential Waste
Personnel Files - Annual Leave/ Sick Leave	2 Years	Operational	Confidential Waste
Personnel Files - (Training records, Appraisals, contract of employment)	6 Years after termination of employments	Operational	Confidential Waste
Policy Documents	Until there is no longer an administrative requirement	Operational	Confidential Waste
Routine Correspondence and Emails	1 Year	Management	
Quotations and Tenders	6 Years & 12 years on contractor as a deed	Limitation Act 1980 (as amended)	Confidential Waste
Receipts and Payments Accounts	Indefinite	Archive	N/A
Recruitment Data	6 Months after recruitment finalised	Sex Discrimination Act, Race Relations Act, Disability Act, Employment Equality Regulation	Confidential Waste
Risk Assessments	Once superseded by a new risk assessment or once inactive	Operational	Bin
Timesheets	Last completed audit year 3 Years	Audit (Requirement) Personal Injury (Best Practise)	Bin
Title Deeds, Leases, Agreements, Contracts	Indefinite	Audit/ Management	N/A
Play Park Equipment Inspection Reports	21 Years		
VAT Records	6 Years	VAT	Confidential Waste
Wages, PAYE and NI Records	12 Years	Superannuation (Pensions)	Confidential Waste
RECORD KEEPING			

To ensure that 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 on a external hard drive and are stored in the Cloud	Management	Documentation on 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 GDPR
General Correspondence	Unless it relates to specific categories outlined in the policy, 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.	Management	Bin (Shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of GDPR
Correspondence relating to staff	If relating to Audit, see relevant section above. Should be kept securely and personal data in relations to staff should not be kept longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3-6 months. Recommended this period be 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 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 GDPR

PLANNING PAPERS			
Councils response to planning applications and all associated documents where planning is granted.	At least until completion of development - major/ contentious developments only	Management	Bin
Councils response to planning applications and all associated documents where planning is refused	At least until the period within which an appeal can be made has expired	Management	Bin
Local Development Plans	Retained as long as in force	Reference	Bin
Local Plans	Retained as long as in force	Reference	Bin
Town/ Neighbourhood Plans	Indefinite	Historical purpose	N/A