

Kingsteignton Town Council List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Storage Cupboard/ office shelves or Devon Records Office, Exeter	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 Devon Records Office, Exeter
Agenda	5 years	Management	Storage Cupboard/ Office Shelves	Bin (Shred confidential waste)
Accident/Incident reports	20 years	Potential Claims		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		N/A
Receipt books of all kinds	6 years	VAT		Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit		Confidential Waste
Bank paying-in books	Last completed audit 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 kepts of those documents disposed of to meet the requirements of the GDPR regulation.
Paid Invoices	6 years	VAT		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 generally but 20 years	Tax, VAT, Limitation Act 1980 as amended		Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement Personal Injury (best practice)		Bin
Wages books/payroll	12 years	Superannuation		Confidential waste
Insurance policies	While valid (but see next two items.	Management		N/A
Insurance Company names and policy numbers	Indefinite	Management		N/A
Certificates for insurance against liability for employees	40 years from date on which insurance commented or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management		Bin
Town Park equipment inspection reports	21 years			
Investments	Indefinite	Audit/Management		N/A
Title Deeds, Leases agreements, contracts	Indefinite	Audit/Management		N/A
Members' allowances register	6 years generally but 20 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, NALC, principal authorities	Retained for as long as it is useful and relevant			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 for such records (defined as materials in written or other form setting out facts of events of otherwise recording information		N/A
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 Electronic files will be saved using relevant file names.	The electronic files will be backed up in the cloud-based programme supplied by the Council's IT Company.	Management	Server	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.
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference	Management	Server/files	Bin/Confidential Waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

	or accountability purposes to comply with regulatory requirements or to protect legal and other rights of interests.			
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 is held. Likely time limits for tribunal claims between 3-6 months. Recommend this period for 3 years	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purposes of giving references, payment of tax, national insurance contributions and pensions and in respect of any related claims made against the council.	Secure filing cabinet	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
	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		Secure 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		Secure filing cabinet	Confidential Waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years		Secure 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			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
For Community Halls				
Application to hire Invoices Receipts	6 years	Management		Confidential Waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Lettings Diaries	6 years	Management		N/A
Terms and Conditions	6 years	Management		Bin
Event Monitoring Forms	6years unless required for claims, insurance or legal purposes	Management		Bin A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Planning Papers				
Applications	1 year	Management		Bin
Appeals	1 year unless significant development	Management		Bin

Trees	1 year unless significant	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 - final adopted plans	Historical purposes		N/A
Review requests	3 years	Data Protection		Confidential Waste
Discs - master and working	For as long as required	Data Protection		Confidential Waste
Internal Operations Procedure Manual	Destroy on renewal Review annually	Management		Confidential Waste
Code of Practice	Destroy on renewal Review annually	Management		Confidential Waste
Photographs/digital prints	31 days	Data Protection		Confidential Waste