

## Ashmanhaugh Parish Council Appendix A: List of Documents for Retention or Disposal (if applicable)

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Clerk's home/Norfolk Archives	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	Clerk's laptop - password protected	Bin (shred confidential waste)
Accident/Incident Reports	20 years	Potential Claims	Clerk's home/laptop	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 home/laptop	Bin (shred confidential waste)
Receipt and payment accounts	Indefinite	Archive	Clerk's home/laptop	N/A
Receipt books of all kinds	6 years	VAT	Clerk's home	Bin (shred confidential waste)
Bank statements	Last completed audit year	Audit	Clerk's home	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Clerk's home	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Clerk's home	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Clerk's home/laptop	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 home	Confidential waste
Paid cheque	6 years	Limitation Act 1980 (as amended)	Clerk's home	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	Clerk's home	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	N/A	Confidential waste
Timesheets	Last completed audit year / 3 years	Audit (requirement), Personal injury (best practice)	Clerk's home/laptop	Bin (shred confidential waste)
Wages books/payroll	12 years	Superannuation	Clerk's home/laptop. HMRC PAYE Tools software	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Clerk's home	Bin (shred confidential waste)
Insurance company names and policy numbers	Indefinite	Management	Clerk's home	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	Clerk's home/ Norfolk Archives	Bin (shred confidential waste)
Village park equipment inspection reports	21 years		Clerk's home/ Norfolk Archives	

Investments	Indefinite	Audit, Management	None currently held	N/A
Title deeds, lease, agreements, contracts	Indefinite	Audit, Management	Clerk's home/ Norfolk Archives	N/A
Members' allowance register	6 years	Tax, Limitation Act 1980 (as amended)	Clerk's home/laptop	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Information for other bodies e.g. circulars from county associations, NALC, principle authorities	Retained for as long as it is useful or relevant		Clerk's home/laptop	Bin
Local/historical information	Indefinite - to be securely kept for the 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 home/laptop/Norfolk Archives	N/A
Magazines and journals	Council may wish to keep its own publications. For others retained for as long as they are useful or relevant	The Legal Deposit Libraries Act 2003 (the 2003 Act) 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.	Clerk's home/Norfolk Archives	Bin if applicable
<b>Record-keeping</b>				
To ensure records are easily accessible it is necessary to comply with the following: <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>	The electronic files will be backed up periodically on a portable hard drive.	Management	Clerk's home/Norfolk Archives	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 or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management	Clerk's home/laptop	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 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 of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.	Clerk's home	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
<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				
Negligence	6 years		Clerk's home/laptop	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 home/laptop	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 home/laptop	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 home/laptop	Confidential waste.
Sums recoverable by statute	6 years		Clerk's home/laptop	Confidential waste.
Personal injury	3 years		Clerk's home/laptop	Confidential waste.
To recover land	12 years		Clerk's home/laptop	Confidential waste.
Rent	6 years		N/A	Confidential waste.
Breach of trust	None		Clerk's home/laptop	Confidential waste.
Trust deeds	Indefinite		N/A	N/A
<b>For Halls, Centre, Recreation Grounds</b>				
• Application to hire Invoices Record of tickets issued	• 6 years •	VAT	Clerk's home/laptop	Bin
Letting diaries		VAT	Clerk's home/laptop	N/A
Terms and conditions	6 years	Management	Clerk's home/laptop	Bin

Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management	Clerk's home	Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
<b>For Allotments</b>				
Register and Plans	Indefinite	Audit/Management	Clerk's home	N/A
Minutes	Indefinite	Audit/Management	Clerk's home	N/A
Legal Papers	Indefinite	Audit/Management	Clerk's home	N/A
<b>Planning Papers</b>				
Applications	1 year	Management	NNDC website/Clerk's home	Bin
Appeals	1 year unless significant development	Management	NNDC website/Clerk's home	Bin
Trees	1 year	Management	Clerk's home	Bin
Local Development Plans	Retained as long as in force	Reference	Clerk's home	Bin
Local Plans	Retained as long as in force	Reference	Clerk's home	Bin

Reviewed: 1st November 2022

Date of next review: May 2024