

DOCUMENT RETENTION SCHEME
LIST OF DOCUMENTS FOR RETENTION OR DISPOSAL

1. Introduction

1.1 This scheme should be read in conjunction with the Document Retention and Disposal Policy.

1.2 The council recognises the need to retain documentation for audit purposes, staff management, tax liabilities and the eventuality of legal disputes and proceedings.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	PDF copy stored electronically. Hard signed original held in PC filing until lodged with Surrey History centre	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	PDF stored electronically.	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Hard copy held in PC filing	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	PDF copy stored electronically.	Bin
Receipt and payment accounts	Indefinite	Archive	PDF copy stored electronically.	N/A
Receipt books of all kinds	6 years	VAT	Hard copy kept in PC	Bin

Document	Minimum Retention Period	Reason	Location Retained	Disposal
			filing.	
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Hard copy kept in PC filing, also stored on bank website.	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Hard copy kept in PC filing, also stored on bank website.	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Hard copy kept in PC filing.	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Hard copy kept in PC filing, later ones held as PDF stored electronically.	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	Hard copy kept in PC filing.	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	No longer returned by banks, record kept electronically.	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	PDF copy stored electronically.	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)	N/A	Bin
Wages books/payroll	12 years	Superannuation	PDF stored electronically on payroll portal.	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	PDF copy stored electronically.	Bin
Insurance company names and policy numbers	Indefinite	Management	PDF copy stored electronically.	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	PDF copy stored electronically.	Bin
Play Park equipment inspection reports	21 years		PDF copy stored electronically.	

Date adopted August 2022

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Investments	Indefinite	Audit, Management	Not applicable.	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Hard copy held in PC filing and or PDF copy stored electronically.	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	If applicable hard copy in PC filing.	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		Electronic copy held in folders	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 such records (defined as materials in written or other form setting out facts or events or otherwise recording information).	Information held in PC filing or electronic form.	N/A

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Magazines and journals	<p>Council may wish to keep its own publications</p> <p>For others retain for as long as they are useful and relevant.</p>	<p>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.</p>	Hard copy held in PC filing if applicable.	Bin if applicable
Record-keeping				
<p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names 	<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>	Management	Electronically and PC filing.	<p>Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste.</p> <p>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>
General correspondence	<p>Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept.</p> <p>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</p>	Management	Hard copy and or electronic form correspondence is kept by Clerk if appropriate.	<p>Bin (shred confidential waste)</p> <p>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>

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	and 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 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.	Hard copy and or electronic copies are retained by the Clerk	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
	<p>Documents from legal matters, negligence and other torts</p> <p>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.</p> <p>If in doubt, keep for the longest of the three limitation periods.</p>			
Negligence	6 years		Hard copy and/or electronic form retained by clerk.	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year		Hard copy and/or electronic form retained by clerk.	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years		Hard copy and/or electronic form retained by clerk.	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR

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				regulations.
Leases	12 years		Hard copy and/or electronic form retained by clerk.	Confidential waste.
Sums recoverable by statute	6 years		Hard copy and/or electronic form retained by clerk.	Confidential waste.
Personal injury	3 years		Hard copy and/or electronic form retained by clerk.	Confidential waste.
To recover land	12 years		Hard copy and/or electronic form retained by clerk.	Confidential waste.
Rent	6 years		Hard copy and/or electronic form retained by clerk.	Confidential waste.
Breach of trust	None		Hard copy and/or electronic form retained by clerk.	Confidential waste.
Trust deeds	Indefinite		Hard copy and/or electronic form retained by clerk.	N/A
For Halls, Centres, Recreation Grounds				
<ul style="list-style-type: none"> Application to hire Invoices Record of tickets issued 	6 years	VAT	Not applicable	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Lettings diaries	Electronic files linked to accounts	VAT	Not applicable	N/A
Terms and Conditions	6 years	Management	Not applicable	Bin
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management	Hard copy and/or electronic copy of risk assessments held for council led events relating to the use of village green.	Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
For Allotments				
Register and plans	Indefinite	Audit, Management	PDF copy stored electronically.	N/A

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Minutes	Indefinite	Audit, Management	Held within overall minutes (PDF copy stored electronically. Hard copy is held in PC filing until lodged with Surrey History Centre.	N/A
Legal papers	Indefinite	Audit, Management	Not applicable	N/A
For Burial Grounds				
<ul style="list-style-type: none"> • Register of fees collected • Register of burials • Register of purchased graves • Register/plan 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 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204)	Register of Grave Documentation and Exclusive Burial Rights Books maintained by Clerk. Register of Burials managed and retained by St Michaels Church Warden.	N/A
Planning Papers				
Applications	1 year	Management	PDF stored electronically.	Bin
Appeals	1 year unless significant development	Management	PDF stored electronically.	Bin
Trees	1 year	Management	PDF stored electronically.	Bin
Local Development Plans	Retained as long as in force	Reference	PDF stored electronically.	Bin
Local Plans	Retained as long as in force	Reference	PDF stored electronically.	Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	PDF stored electronically.	N/A
CCTV				
Daily notes	Daily	Data protection	Not applicable	Confidential waste
Radio rotas	1 week	Management	Not applicable	Confidential waste
Work rotas	1 month	Management	Not applicable	Confidential waste

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Document	Minimum Retention Period	Reason	Location Retained	Disposal
Observation sheets	3 years	Data protection	Not applicable	Confidential waste
Stats	3 years	Data protection	Not applicable	Confidential waste
Signing in sheets	3 years	Management	Not applicable	Confidential waste
Review requests	3 years	Data protection	Not applicable	Confidential waste
Discs – master and working	For as long as required	Data protection	Not applicable	Confidential waste
Internal Operations Procedure Manual	Destroy on renewal Review annually	Management	Not applicable	Confidential waste
Code of Practice	Destroy on renewal Review annually	Management	Not applicable	Confidential waste
Photographs/digital prints	31 days	Data protection	Not applicable	Confidential waste