

Chevening Parish Council: Documents for Retention or Disposal

To ensure records are easily accessible it is necessary to comply with the following: <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 	The electronic files will be backed up periodically on a portable hard drive and also in the 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 kept of those documents disposed of to meet the requirements of the GDPR regulations.
Document	Minimum Retention Period	Reason	Location Retained & Disposal
Minutes	Indefinite	Archive	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 KCC. Electronic copies held on PC and website
Agendas	5 years	Management	Delete from Website and electronic copies. No paper copies maintained
Accident/incident reports	Indefinite	Potential claims	N/a
Scales of fees and charges	6 years	Management	Delete from Website and electronic copies. No paper copies maintained
Receipt and payment accounts	6 years	Archive	
Bank statements including deposit/savings accounts	6 years	Audit	Confidential waste
Bank paying-in books	6 years	Audit	Confidential waste
Cheque book stubs	6 years	Audit	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Delete from email and electronic copies.
Paid invoices	6 years	Audit	Confidential waste

Paid cheques	6 years	Limitation Act 1980 (as amended)	Confidential waste
VAT records	6 years	VAT	Confidential waste
Payroll	Length of employment plus 6 years	Superannuation	Delete electronic copies. No paper copies maintained
Insurance policies	While valid (but see next two items below)	Management	Delete from email and electronic copies. No paper copies maintained
Insurance company names and policy numbers	Indefinite	Management	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	Bin
Investments	Indefinite	Audit, Management	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Delete from email and electronic copies. No paper copies maintained
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	N/A

		information).	
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>	Bin if applicable
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</p>	Management	Bin (shred confidential waste)

	accountability purposes, to comply with regulatory requirements or to protect legal and other rights 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.	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Negligence	6 years		Confidential waste.
Defamation	1 year		Confidential waste.
Contract	6 years		Confidential waste.
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.
For Hire of Pavilion (as Pavilion Management Committee not Parish Council)			

<ul style="list-style-type: none"> • Application to hire • Invoices 	6 years	Audit	Confidential waste
Terms and Conditions	6 years	Management	Bin
<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)	N/A
Parish/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	N/A