

## WESTERLEIGH & COALPIT HEATH PARISH COUNCIL Document Retention & Disposal Policy

### Appendix A: List of Documents for Retention or Disposal EC=electronic copy HC=hard copy

Document	Minimum Retention Period	Reason	Disposal (of hard copies)
Minutes NOTE – EC on website from Dec 2017 onwards HC – minutes file	Indefinite	Archive	Original signed paper copies of Council meeting minutes must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with <a href="https://www.gloucestershire.gov.uk/archives/">https://www.gloucestershire.gov.uk/archives/</a>
Agendas NOTE – EC for last 5 years on website/ cloud storage	5 years	Management	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.
Scales of fees and charges (Bitterwell Lake chalet rental fees & fishery licence) NOTE - EC cloud storage	Period of tenancy/ licence or 6 years (whichever is longer)	Management	Bin
Receipt and payment accounts NOTE - EC on SCRIBE from 2019/20 onwards	Indefinite	Archive	N/A
Receipt books of all kinds N/A	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 NOTE - EC cloud storage	6 years	Limitation Act 1980 (as amended)	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Paid invoices	6 years	VAT	Confidential waste

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<a href="#">NOTE - HC Accounts file</a>			
Paid cheques <a href="#">NOTE - HC Accounts file</a>	6 years	Limitation Act 1980 (as amended)	Confidential waste
VAT records <a href="#">NOTE - HC Accounts file , EC on SCRIBE &amp; HMRC VAT126 portal</a>	6 years generally but 20 years for VAT on rents	VAT	Confidential waste
Petty cash, postage and telephone books N/A	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Confidential waste
Timesheets <a href="#">NOTE - EC cloud storage</a>	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Bin
Pay slips/payroll <a href="#">NOTE - HC Accounts file, EC PAYE Basic Tools</a>	12 years	Superannuation	Confidential waste
Insurance policies <a href="#">NOTE – EC cloud storage</a>	While valid (but see next two items below)	Management	Bin
Insurance company names and policy numbers <a href="#">NOTE – EC cloud storage</a>	Indefinite	Management	N/A
Certificates for insurance against liability for employees <a href="#">NOTE – EC cloud storage</a> <a href="#">HC Accounts/ audit file</a>	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Bin
Westerleigh Playing Field and Newman's Field Play Area equipment inspection reports <a href="#">NOTE - EC cloud storage</a>	21 years	Evidence for injury claims	Bin
Investments	Indefinite	Audit, Management	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management, Proof of ownership	N/A

Document	Minimum Retention Period	Reason	Disposal (of hard copies)
NOTE – EC cloud storage HC Glos Archives			
Members' allowances register (N/A)	6 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.
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 NOTE – HC Glos Archives	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).	
Magazines and journals	Council may wish to keep its own publications For others retain for as long as they are useful and 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	Bin if applicable

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		the 2003 Act published by a local council therefore constitute materials which the British Library holds.	
<b>Record-keeping</b> NOTE this section refers to EC &/or HC			
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. (Office 365 Sharepoint)	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.
General correspondence NOTE – includes emails	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept for <b>2 years</b> 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 the GDPR.
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	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR.

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	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 (except for the following).	of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.	
HR Recruitment data (inc unsuccessful candidates) - Experience/skills/qualifications - Convictions (GDPR 'special' data)	6 months after end of employment	See above	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
HR Employee contracts	2 years after end of employment	See above	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
HR Personal data - Personal & contact details - Next of kin & contact details - Health/ disability information & GP details (GDPR 'special data')	6 months after end of employment	See above	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
HR Councillor name & period of office <a href="#">NOTE –EC only, kept in cloud storage</a>	Indefinitely	Historical record	N/A
HR - Councillor contact details - Councillor Register of Interest forms	For full term of office plus 1 year	Management	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.

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<ul style="list-style-type: none"> <li>- Councillor Declaration of acceptance of office forms</li> <li>- Chairman annual declaration of acceptance of office forms</li> <li>- Co-option application forms</li> </ul>			
HR Councillor GDPR sensitive data	Dispose of after used for the purpose collected	GDPR	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
<p><b>Documents from legal matters, negligence and other torts</b> <a href="#">NOTE this section refers to EC &amp;/or HC</a></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. If in doubt, keep for the longest of the three limitation periods.</p>			
Negligence	6 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Defamation	1 year		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Contract	6 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Leases & licences (Bitterwell Lake chalet tenancy & Bitterwell Lake fishery licence)	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 (Bitterwell Lake chalet)	6 years		Confidential waste
Breach of trust	None		Confidential waste
Trust deeds	Indefinite		N/A

Document	Minimum Retention Period	Reason	Disposal (of hard copies)
(Westerleigh Village Hall custodian trusteeship) <a href="#">NOTE – HC Glos Archives</a>			
<b>For Halls, Centres, Recreation Grounds</b> <a href="#">NOTE this section refers to EC &amp;/or HC</a>			
<ul style="list-style-type: none"> <li>Application to hire</li> <li>Invoices</li> <li>Record of tickets issued</li> </ul> <a href="#">NOTE - HC Accounts file, EC on SRCIBE</a>	6 years	VAT	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Lettings diaries (Westerleigh Playing Field) <a href="#">NOTE – EC cloud storage</a>	Electronic files linked to accounts	VAT	N/A
Terms and Conditions <a href="#">NOTE - EC cloud storage</a>	6 years	Management	Bin
Event Monitoring Forms	6 years 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.
<b>Planning papers</b> <a href="#">NOTE this section refers to EC only</a>			
Applications <a href="#">NOTE- EC on website</a>	1 year	management	Bin
Appeals	1 year unless significant development	management	Bin
Trees	1 year	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, Housing Needs Surveys (Westerleigh ward)	Indefinite – final adopted plans	Historical purposes	N/A

HC= hard copy EC= electronic copy

This appendix was first adopted by Westerleigh & Coalpit Hetah Parish Council in February 2024. It is reviewed annually in June.