

## ORMESBY ST MARGARET WITH SCRATBY PARISH COUNCIL

### Appendix A: List of Documents for Retention or Disposal

| Document   | Minimum Retention Period  | Reason                           | Location Retained   | Disposal  |
|--|---------------------------|----------------------------------|---|---|
| Minutes  | Indefinite                | Archive                          | County Records Office<br>Cabinet – ASPH<br>Cabinet – With Clerk<br>Laptop / The Cloud | 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                       | Laptop  | Bin (shred confidential waste)  |
| Accident/incident reports                          | 20 years                  | Potential claims                 | Cabinet – With Clerk<br>Laptop / The Cloud  | 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                       | Cabinet – With Clerk<br>Laptop / The Cloud  | Bin   |
| Receipt and payment accounts                       | Indefinite                | Archive                          | County Records Office<br>Cabinet – ASPH<br>Cabinet – With Clerk                       | N/A   |
| Receipt books of all kinds                         | 6 years                   | VAT                              | Cabinet – With Clerk<br>Laptop / The Cloud  | Bin   |
| Bank statements including deposit/savings accounts | Last completed audit year | Audit                            | Cabinet – With Clerk  | Confidential waste  |
| Bank paying-in books                               | Last completed audit year | Audit                            | Cabinet – With Clerk  | Confidential waste  |
| Cheque book stubs                                  | Last completed audit year | Audit                            | Cabinet – With Clerk  | Confidential waste  |
| Quotations and tenders                             | 6 years                   | Limitation Act 1980 (as amended) | Cabinet – With Clerk<br>Laptop / The Cloud  | Confidential waste A list will be kept of those documents disposed of to meet the   |

| Document   | Minimum Retention Period                                       | Reason   | Location Retained   | Disposal                              |
|--|--|--|---|---------------------------------------|
|  |  |  |   | requirements of the GDPR regulations. |
| Paid invoices  | 6 years  | VAT  | Cabinet – ASPH<br>Cabinet – With Clerk  | Confidential waste                    |
| Paid cheques   | 6 years  | Limitation Act 1980 (as amended)   | Cabinet – With Clerk  | Confidential waste                    |
| VAT records  | 6 years generally but 20 years for VAT on rents                | VAT  | Cabinet – With Clerk<br>Laptop  | Confidential waste                    |
| Petty cash, postage and telephone books                    | 6 years  | Tax, VAT, Limitation Act 1980 (as amended)   | Cabinet – With Clerk<br>Laptop / The Cloud  | Confidential waste                    |
| Timesheets   | Last completed audit year<br>3 years                           | Audit (requirement)<br>Personal injury (best practice)                                   | Laptop / The Cloud  | Bin                                   |
| Wages books/payroll  | 12 years   | Superannuation   | Laptop / The Cloud  | Confidential waste                    |
| Insurance policies   | While valid (but see next two items below)                     | Management   | Cabinet – With Clerk<br>Laptop / The Cloud  | Bin                                   |
| Insurance company names and policy numbers                 | Indefinite   | Management   | Cabinet – With Clerk<br>Laptop / The Cloud  | 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)<br>Management | Cabinet – With Clerk<br>Laptop / The Cloud  | Bin                                   |
| Town Park equipment inspection reports                     | 21 years   | N/A  | N/A   | N/A                                   |
| Investments  | Indefinite   | Audit, Management  | Cabinet – With Clerk<br>Laptop / The Cloud  | N/A                                   |
| Title deeds, leases, agreements, contracts                 | Indefinite   | Audit, Management  | County Records Office<br>Cabinet – ASPH<br>Cabinet – With Clerk<br>Laptop / The Cloud | N/A                                   |

| Document   | Minimum Retention Period                                   | Reason  | Location Retained  | Disposal   |
|--|--|---|--|--|
| Members' allowances register   | 6 years  | Tax, Limitation Act 1980 (as amended)   | Cabinet – With Clerk<br>Laptop / The Cloud                   | 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          | Management  | Cabinet – With Clerk<br>Laptop / The Cloud                   | 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). | Cabinet – ASPH<br>Cabinet – With Clerk<br>Laptop / The Cloud | N/A  |

| Document   | Minimum Retention Period  | Reason   | Location Retained   | Disposal  |
|--|---|--|---|---|
| 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 1<sup>st</sup> 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> | <p>Cabinet – ASPH<br/>Cabinet – With Clerk<br/>Laptop / The Cloud</p> | <p>Bin if applicable</p>  |
| <b>Record-keeping</b>  |   |  |   |   |
| <p>To ensure records are easily accessible it is necessary to comply with the following:</p> <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> | <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> | <p>Management</p>  | <p>Laptop / The Cloud</p>   | <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> |

| Document  | Minimum Retention Period   | Reason   | Location Retained                          | Disposal   |
|---|--|--|--|--|
| 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   | Cabinet – With Clerk<br>Laptop / The Cloud | Bin (shred confidential waste)<br>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<br>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. | Cabinet – With Clerk<br>Laptop / The Cloud | Confidential waste<br>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.             |
| <p><b>Documents from legal matters, negligence and other torts</b></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  | Management   | Cabinet – ASPH<br>Cabinet – With Clerk     | Confidential waste. A list will be kept of those documents   |

| Document                    | Minimum Retention Period | Reason     | Location Retained  | Disposal   |
|-----------------------------|--------------------------|------------|--|--|
|                             |                          |            | Laptop / The Cloud   | disposed of to meet the requirements of the GDPR regulations.  |
| Defamation                  | 1 year                   | Management | Cabinet – ASPH<br>Cabinet – With Clerk<br>Laptop / The Cloud | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Contract                    | 6 years                  | Management | Cabinet – ASPH<br>Cabinet – With Clerk<br>Laptop / The Cloud | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Leases                      | 12 years                 | Management | Cabinet – ASPH<br>Cabinet – With Clerk<br>Laptop / The Cloud | Confidential waste.  |
| Sums recoverable by statute | 6 years                  | Management | Cabinet – ASPH<br>Cabinet – With Clerk<br>Laptop / The Cloud | Confidential waste.  |
| Personal injury             | 3 years                  | Management | Cabinet – ASPH<br>Cabinet – With Clerk<br>Laptop / The Cloud | Confidential waste.  |
| To recover land             | 12 years                 | Management | Cabinet – ASPH<br>Cabinet – With Clerk<br>Laptop / The Cloud | Confidential waste.  |
| Rent                        | 6 years                  | Management | Cabinet – ASPH<br>Cabinet – With Clerk<br>Laptop / The Cloud | Confidential waste.  |
| Breach of trust             | None                     | Management | Cabinet – ASPH<br>Cabinet – With Clerk<br>Laptop / The Cloud | Confidential waste.  |
| Trust deeds                 | Indefinite               | Management | Cabinet – ASPH<br>Cabinet – With Clerk<br>Laptop / The Cloud | N/A  |

| Document  | Minimum Retention Period  | Reason            | Location Retained                              | Disposal   |
|---|---|-------------------|--|--|
| <b>For Halls, Centres, Recreation Grounds</b>   |   |                   |  |  |
| <ul style="list-style-type: none"> <li>• Application to hire</li> <li>• Invoices</li> <li>• Record of tickets issued</li> </ul> | 6 years   | VAT               | Held with the individual management committees | Confidential waste<br>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               | N/A  | N/A  |
| Terms and Conditions  | 6 years   | Management        | Held with the individual management committees | Bin  |
| Event Monitoring Forms  | 6 years unless required for claims, insurance or legal purposes | Management        | Held with the individual management committees | 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 | Cabinet – With Clerk<br>Laptop / The Cloud     | N/A  |
| Minutes   | Indefinite  | Audit, Management | Cabinet – With Clerk<br>Laptop / The Cloud     | N/A  |
| Legal papers  | Indefinite  | Audit, Management | Cabinet – With Clerk<br>Laptop / The Cloud     | N/A  |
| <b>For Burial Grounds</b>   |   |                   |  |  |

| Document   | Minimum Retention Period              | Reason   | Location Retained                       | Disposal           |
|--|---------------------------------------|--|---|--------------------|
| <ul style="list-style-type: none"> <li>• Register of fees collected</li> <li>• Register of burials</li> <li>• Register of purchased graves</li> <li>• Register/plan of grave spaces</li> <li>• Register of memorials</li> <li>• Applications for interment</li> <li>• Applications for right to erect memorials</li> <li>• Disposal certificates</li> <li>• Copy certificates of grant of exclusive right of burial</li> </ul> | Indefinite                            | Archives, Local Authorities Cemeteries Order 1977 (SI 204) | Cabinet – With Clerk Laptop / The Cloud | N/A                |
| <b>Planning Papers</b>   |                                       |  |   |                    |
| Applications   | 1 year                                | Management   | Cabinet – With Clerk Laptop / The Cloud | Bin                |
| Appeals  | 1 year unless significant development | Management   | Cabinet – With Clerk Laptop / The Cloud | Bin                |
| Trees  | 1 year                                | Management   | Cabinet – With Clerk Laptop / The Cloud | Bin                |
| Local Development Plans  | Retained as long as in force          | Reference  | Cabinet – With Clerk Laptop / The Cloud | Bin                |
| Local Plans  | Retained as long as in force          | Reference  | Cabinet – With Clerk Laptop / The Cloud | Bin                |
| Town/Neighbourhood Plans   | Indefinite – final adopted plans      | Historical purposes  | Cabinet – With Clerk Laptop / The Cloud | N/A                |
| <b>CCTV – N/A at present to be reviewed following CCTV Public Consultation</b>   |                                       |  |   |                    |
| Daily notes  | Daily                                 | Data protection  |   | Confidential waste |
| Radio rotas  | 1 week                                | Management   |   | Confidential waste |
| Work rotas   | 1 month                               | Management   |   | Confidential waste |
| Observation sheets   | 3 years                               | Data protection  |   | Confidential waste |
| Stats  | 3 years                               | Data protection  |   | Confidential waste |



| <b>Document</b>                      | <b>Minimum Retention Period</b>       | <b>Reason</b>   | <b>Location Retained</b> | <b>Disposal</b>    |
|--------------------------------------|---------------------------------------|-----------------|--------------------------|--------------------|
| Signing in sheets                    | 3 years                               | Management      |                          | Confidential waste |
| 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<br>Review annually | Management      |                          | Confidential waste |
| Code of Practice                     | Destroy on renewal<br>Review annually | Management      |                          | Confidential waste |
| Photographs/digital prints           | 31 days                               | Data protection |                          | Confidential waste |