

Coxhoe Parish Council

Appendix A to Document Retention and Disposal Policy: List of Documents for Retention or Disposal

| Document | Minimum Retention Period | Reason | Location Retained | Disposal |
|--|--|------------------|--|---|
| Minutes | Indefinite | Archive | Office locked storage/Durham County Council 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 Principal Authority |
| Agendas | 5 years | Management | Office locked storage | Bin (shred confidential waste) |
| Accident/incident reports | 21 years (40 years for asbestos or other hazardous substances) | Potential claims | Office locked storage/Safe | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Asbestos records including surveys and removal records | 40 years | | | |
| Scales of fees and charges | 6 years | Management | Office locked storage/laptop storage/website | Bin |
| Receipt and payment accounts | Indefinite | Archive | Office locked storage/Durham County Council Archives | N/A |
| Receipt books of all kinds | 6 years | VAT | Office locked storage | Bin |

| Document | Minimum Retention Period | Reason | Location Retained | Disposal |
|--|--|--|--------------------------------------|---|
| Bank statements including deposit/savings accounts | Last completed audit year | Audit | Office locked storage/laptop storage | Confidential waste |
| Bank paying-in books | Last completed audit year | Audit | Office locked storage | Confidential waste |
| Cheque book stubs | Last completed audit year | Audit | Office locked storage | Confidential waste |
| Quotations and tenders | 6 years | Limitation Act 1980 (as amended) | Office locked storage | 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 | Office locked storage | Confidential waste |
| Paid cheques | 6 years | Limitation Act 1980 (as amended) | Office locked storage | Confidential waste |
| VAT records | 6 years generally but 20 years for VAT on rents | VAT | Office locked storage | Confidential waste |
| Petty cash, postage and telephone books | 6 years | Tax, VAT, Limitation Act 1980 (as amended) | Office locked storage | Confidential waste |
| Documentation for externally funded projects | Generally 6 years but as required by specific funder | | Office locked storage | Confidential waste |
| Timesheets | Last completed audit year 3 years | Audit (requirement) Personal injury (best practice) | Office locked storage | Bin |
| Wages books/payroll | 6 years | In case of query e.g. HMRC | Office locked storage | Confidential waste |
| Insurance policies | While valid (but see next two items below) | Management | Office locked storage/laptop storage | Bin |
| Insurance company names and policy numbers | Indefinite | Management | Office locked storage | N/A |

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|---|--|---|--------------------------------------|-----------------|
| 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 | Office locked storage/laptop storage | Bin |
| Investments (not currently required) | Indefinite | Audit, Management | Office locked storage/laptop storage | N/A |
| Title deeds, leases, agreements, contracts | Indefinite | Audit, Management | Office locked storage | 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 | For information only | Office/laptop | 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). | Generally office locked storage | N/A |

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|--|--|--|--|---|
| Magazines and journals | <p>Council wishes to keep copies of 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> | <p>Coxhoe Parish Chronicles to be kept in office and on website</p> <p>Other publications kept in office</p> | 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 used by the Council.</p> | Management | Lists kept in office and on laptop | <p>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</p> |

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|---------------------------------------|--|---|----------------------------|--|
| | | | | 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 | | 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 complaints | 2 years from close of case unless specific legal duty to retain for longer period | Provision of good services and allowing time for response from complainant | Locked office storage | 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 | 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 | Secure laptop storage/safe | Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |

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|------------|--|--|-----------------------|--|
| | limits for tribunal claims between 3–6 months Recommend this period be for 3 years | contributions and pensions, and in respect of any related legal claims made against the council. | | |
| | <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 | | Locked office storage | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Defamation | 1 year | | Locked office storage | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Contract | 6 years | | Locked office storage | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Leases | 12 years | | Locked office storage | Confidential waste. |

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|---|---|-------------------|-----------------------|--|
| Sums recoverable by statute | 6 years | | Locked office storage | Confidential waste. |
| Personal injury | 3 years | | Locked office storage | Confidential waste. |
| To recover land | 12 years | | Locked office storage | Confidential waste. |
| Rent | 6 years | | Locked office storage | Confidential waste. |
| Breach of trust | None | | Locked office storage | Confidential waste. |
| Trust deeds | Indefinite | | Locked office storage | N/A |
| For Halls, Centres, Recreation Grounds | | | | |
| <ul style="list-style-type: none"> • Application to hire • Invoices • Record of tickets issued | 6 years | VAT | Locked office storage | 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 | Locked office storage | N/A |
| Terms and Conditions | 6 years | Management | Locked office storage | Bin |
| Event Monitoring Forms | 6 years unless required for claims, insurance or legal purposes | Management | Locked office storage | 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 | Locked office | N/A |

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|--------------------------|---------------------------------------|---------------------|-----------------------|----------|
| | | | storage | |
| Minutes | Indefinite | Audit, Management | Locked office storage | N/A |
| Legal papers | Indefinite | Audit, Management | Locked office storage | N/A |
| | Planning Papers | | | |
| Applications | 1 year | Management | Locked office storage | Bin |
| Appeals | 1 year unless significant development | Management | Locked office storage | Bin |
| Trees | 1 year | Management | Locked office storage | Bin |
| Local Development Plans | Retained as long as in force | Reference | Locked office storage | Bin |
| Local Plans | Retained as long as in force | Reference | Locked office storage | Bin |
| Town/Neighbourhood Plans | Indefinite – final adopted plans | Historical purposes | Locked office storage | N/A |

NB. Not all Council documents are listed in this Appendix. Some Council documents are listed in the Data Audit Schedule which is held as part of GDPR requirements.