

Selattyn and Gobowen Parish Council Document Retention and Disposal Policy

Retention of documents

Attached is an Annex indicating the appropriate minimum retention periods documents. Documents should be retained for audit, staff management, tax liabilities, and the eventuality of legal disputes and legal proceedings.

Retention of documents for legal purposes

The below table lists the limitation periods of time where legal claims may be brought under the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period.

Category	Limitation Period
Negligence (and other 'Torts')	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal Injury	3 years
To Recover Land	12 years
Rent	6 years
Breach of Trust	None

Where the limitation periods above are longer than other periods specified in the attached annex, the documentation should be kept for the longer period specified.

Data Protection and Freedom of Information Considerations

The Lord Chancellor's Code of Practice on the Management of Records issued under section 46 of the Freedom of Information Act 2000 applies to public authorities and also bodies which are subject to the Public Records Act 1958 (the 1958 Act). Although local councils are not subject to the 1958 Act, they should familiarise themselves with the contents of the Code of Practice so they can formulate their own system of records management.

Under the UK General Data Protection Regulations (UK-GDPR), the data protection principles set out the main responsibilities for organisations.

Article 5 of the UK-GDPR requires that personal data shall be:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and

f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Disposal of documents

Lists of documents that have exceeded the minimum retention periods specified will be reviewed by the Finance & Executive committee prior for approval prior to secure disposal.

This policy will:

- Apply to all the council's records, regardless of how they are held
- Be reviewed annually, amended and re-issued as necessary.
- Operate in conjunction with the council's existing policies on Data Protection (Privacy Policy) and Freedom of Information.

ADOPTED: April 2018

REVIEWED: June 2022

July 2023

NEXT REVIEW: July 2024

ANNEX TO RETENTION OF DOCUMENTS POLICY

RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF PARISH COUNCILS

Personnel Documents

Document	Minimum Retention Period	Reason
Personnel records	3 years after employee leaves	Limitation Act 1980 (as amended)
Disciplinary / grievances	Review 6 years after last action	Management
Recruitment documents	6 months	Management
Wages records	6 years	Audit
Pension record	12 years	Superannuation
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
Members allowances register	6 years + current	Tax Limitation Act 1980 (as amended)
Scales of fees	6 years + current	Management

Audit

Document	Minimum Retention Period	Reason
Receipt and payment account(s)	Indefinite	Archive
Receipt books	6 years + current	VAT
Bank Statements	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Grant application forms and associated documentation	Last completed audit year	Audit
Quotations and tenders	6 years + current	Limitation Act 1980 (as amended)
Paid invoices	6 years + current	VAT
Paid cheques	6 years + current	Limitation Act 1980 (as amended)
VAT records	6 years + current year generally but 20 years for VAT on rents	VAT
Petty cash	6 years + current	Tax, VAT, Limitation Act 1980 (as amended)
Investments	Indefinite	Audit, Management

Contracts and Procurement

Document	Minimum Retention Period	Reason
Unsuccessful tenders	2 years	Audit
Successful tenders	6 years + current year	Audit

Administration

Document	Minimum Retention Period	Reason
Minute books	Indefinite	Archive
Insurance policies	While valid	Management
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
Insurance company names and policy numbers for all insured risks	Indefinite	Management
Litigation	6 years after folder closure	Limitation Act 1980
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management

Allotments

Document	Minimum Retention Period	Reason
Register and plans	Indefinite	Audit, Management
Plot holder tenancy records	6 years + current	Audit

For Halls, Centre, Recreation Grounds

Document	Minimum Retention Period	Reason
Application to hire and lettings diaries	6 years + current	VAT
Copies of bills for hiring	6 years + current	VAT
Record of tickets issued	6 years + current	VAT

For Burial Grounds

Document	Minimum Retention Period	Reason
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)