

STOKENHAM PARISH COUNCIL Appendix A: Schedule of Documents for Retention or Disposal

| Document | Minimum Retention Period | Reason | Location Retained | Disposal |
|----------------------------------------------------|---------------------------|----------------------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Minutes | Indefinite | Archive | Council address | Original signed paper copies of Council minutes must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with Devon Records Office. |
| Agendas | 5 years | Management | Council address | Bin (shred confidential waste) |
| Accident/incident reports | 20 years | Potential claims | None held | Confidential waste. A list will be kept of documents disposed of to meet GDPR requirements. |
| Scales of fees and charges (hire of Helmers Field) | 6 years | Management | Council address | Bin |
| Receipt and payment accounts | Indefinite | Archive | Council address | N/A |
| Receipt books of all kinds | 6 years | VAT | None held | Bin |
| Bank statements including deposit/savings accounts | Last completed audit year | Audit | With accounts | Confidential waste |
| Bank paying-in books | Last completed audit year | Audit | With accounts | Confidential waste |
| Cheque book stubs | Last completed audit year | Audit | With accounts | Confidential waste |
| Quotations and tenders | 6 years | Limitation Act 1980 (as amended) | With accounts | Confidential waste. A list will be kept of documents disposed of. |
| Paid invoices | 6 years | VAT | With accounts | Confidential waste |

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| Paid cheques | 6 years | Limitation Act 1980 (as amended) | With accounts | Confidential waste |
| VAT records | 6 years generally but 20 years for VAT on rents | VAT | With accounts | Confidential waste |
| Petty cash, postage and telephone books (none held) | 6 years | Tax, VAT, Limitation Act 1980 (as amended) | None held | Confidential waste |
| Timesheets (none compiled) | Last completed audit year 3 years | Audit (requirement) Personal injury (best practice) | None held | Bin |
| Wages books/payroll | 12 years | Superannuation | With accounts | Confidential waste |
| Insurance policies | While valid (but see next two items below) | Management | Filing cabinet council address | Bin |
| Insurance company names and policy numbers | Indefinite | Management | Filing cabinet and email | 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 | Filing cabinet and email | Bin |
| Chillington Park equipment inspection reports | 21 years | Insurance claims | Play Inspection Online reports | |
| Investments | Indefinite | Audit, Management | N/A | N/A |
| Title deeds, leases, agreements, contracts | Indefinite | Audit, Management | Filing cabinet council address | N/A |
| Members' allowances register | 6 years | Tax, Limitation Act 1980 (as amended) | With accounts | Confidential waste. A list will be kept of documents disposed of to meet GDPR requirements. |

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| Information from other bodies e.g. circulars from county associations, NALC, principal authorities | Retained for as long as it is useful and relevant | | Council address | Bin |
| Local/historical information | Indefinite – to be securely kept for benefit of the Parish | Councils may acquire records of local interest and accept gifts of records of general and local interest in order to promote the use of such records. | Council address | N/A |
| Magazines and journals Parish Plan | 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 requires a local council which has published works in print after 1 February 2004 to deliver, at its own expense, a copy of them to the British Library Board. | Website and hard copy at council address | Bin if applicable |
| Record-keeping | | | | |
| 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 supplied by the Council's IT company. | Management | Council address or in Dropbox | Documentation no longer required will be disposed of, ensuring confidential documents are destroyed as confidential waste. A list will be kept of documents disposed of to meet GDPR requirements. |

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| General correspondence | Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept for as long as it is needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests. | Management | Filing cabinet, Dropbox correspondence files or emails. | Bin (shred confidential waste). A list will be kept of documents disposed of to meet GDPR requirements. |
| 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 necessary. Likely time limits for tribunal claims between 3 and 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. | With accounts or in filing cabinet or emails. | Confidential waste A list will be kept of documents disposed of to meet GDPR requirements. |

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| <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. If in doubt, keep for the longest of the three limitation periods.</p> | | | | |
| Negligence | 6 years | | N/A | Confidential waste. A list will be kept of documents disposed of to meet GDPR requirements. |
| Defamation | 1 year | | N/A | Confidential waste. A list will be kept of documents disposed of to meet GDPR requirements. |
| Contract | 6 years | | N/A | Confidential waste. A list will be kept of documents disposed of to meet GDPR requirements. |
| Leases | 12 years | | None held | Confidential waste. |
| Sums recoverable by statute | 6 years | | N/A | Confidential waste. |
| Personal injury | 3 years | | N/A | Confidential waste. |
| To recover land | 12 years | | N/A | Confidential waste. |
| Rent | 6 years | | N/A | Confidential waste. |
| Breach of trust | None | | N/A | Confidential waste. |
| Trust deeds | Indefinite | | N/A | N/A |

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| For Halls, Centres, Recreation Grounds | | | | |
| <ul style="list-style-type: none"> • Application to hire • Invoices • Record of tickets issued | 6 years | VAT | Playing field hire details in filing cabinet. | Confidential waste. A list will be kept of documents disposed of to meet GDPR requirements. |
| Lettings diaries | Electronic files linked to accounts | VAT | N/A | N/A |
| Terms and Conditions | 6 years | Management | No contracts at present. | Bin |
| Event Monitoring Forms Apple Day | 6 years unless required for claims, insurance or legal purposes | Management | | Bin. A list will be kept of documents disposed of to meet GDPR requirements. |
| For Burial Grounds | | | | |
| <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 | N/A |

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|--------------------------|---------------------------------------|---------------------|--------------------------------------------------------|-----------------|
| For Allotments | | | | |
| Register and plans | Indefinite | Audit, Management | N/A | N/A |
| Minutes | Indefinite | Audit, Management | N/A | N/A |
| Legal papers | Indefinite | Audit, Management | N/A | N/A |
| Planning Papers | | | | |
| Applications | 1 year | Management | District Council website | Bin |
| Appeals | 1 year unless significant development | Management | District Council website | Bin |
| Trees | 1 year | Management | District Council website | Bin |
| Local Development Plans | Retained as long as in force | Reference | Hard copy Council address and District Council website | Bin |
| Local Plans | Retained as long as in force | Reference | District Council website | Bin |
| Town/Neighbourhood Plans | Indefinite – final adopted plans | Historical purposes | Parish Plan on website. | N/A |