**Document Retention and Disposal Policy**

Appendix: List of Documents for Retention or Disposal

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| **DOCUMENT** | **RETENTION PERIOD** | **DISPOSAL** |
| Town Council Minutes | Statutory requirement to retain indefinitely  | Original signed paper copies of minutes of meetings must be kept indefinitely in safe storage  |
| Town Council Agendas | Retain copies with minutes | Hard copies kept with minutes in safe storage.Electronic archive on website since 2013 |
| Accident / Incident Reports | 20 years in case of potential claims | Shred as confidential waste. Maintain list of documents disposed of |
| Income and expenditure ledgers | Indefinite  | N/A |
| Remittance Advice Notes | 6 years for VAT purposes | Shred |
| Bank Statements including deposit accounts | Last completed audit year | Shred |
| Bank paying in books | Last completed audit year | Shred |
| Cheque book stubs | Last completed audit year | Shred |
| Quotations, tenders and expired contracts | 6 years to comply with Limitation Act 1980 (as amended) | Shred, and maintain list of documents disposed of |
| Paid invoices | 6 years to comply with VAT | Shred |
| Paid cheques | 6 years to comply with Limitation Act 1980 (as amended) | Shred |
| VAT records | 6 years to comply with VAT | Shred |
| Petty cash, postage and telephone records | 6 years to comply with tax, VAT, Limitation Act 1980 (as amended) | Shred |
| Payroll records | 12 years | Shred |
| Insurance policies | 12 months while valid | Bin |
| Insurance policy numbers and certificates | Indefinitely in case of claims | N/A |
| Investments, if appropriate | Indefinite  | N/A |
| Title deeds, leases | Indefinite, for Audit and Management | N/A |
| Members Allowances | 6 years to comply with tax and Limitation Act 1980 (as amended) | Shred and maintain list of documents disposed of |
| Information from other bodies CCBC, SLCC, WG | Retained for as long as relevant | Bin |
| Local historical information | Indefinite – including gifts and awards or records of general and local interest to Town Council Area | N/A |
| Magazines / Journals / Newsletters | Copies of own publications indefinitely.Other publications as long as useful | N/ABin if applicable |
| General correspondence  | 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 | Shred and maintain list of documents disposed of |
| Correspondence relating to staff | 3 years after employment has ended for purpose of giving references, payment of tax, national insurance contributions and pensions and in respect of any related legal claims made against the council | Shred and maintain list of documents disposed of |
| Consultations on planning applications | 1 year | Bin |
| Local Development Plan | Retained as long as in force | Bin |

**Footnote**

Documents from legal matters, negligence and other torts.

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. Typically:

* Negligence 6 years
* Defamation 1 year
* Contract 6 years
* Leases 12 years
* Sums recoverable by 6 years

Statute

* Personal injury 3 years

All documents will need to be shredded after retention period and a list maintained of the documents disposed of.