

KILMINGTON

PARISH COUNCIL

KILMINGTON PARISH COUNCIL APPENDIX A: LIST OF DOCUMENTS FOR RETENTION OR DISPOSAL

Document	Minimum Retention Period	Reason	Disposal
Minutes	Indefinite	Archive	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	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	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	Bin
Receipt and payment accounts	Indefinite	Archive	N/A
Receipt books of all kinds	6 years	VAT	Bin
Bank statements including deposit/saving accounts	Last completed audit year	Audit	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Confidential waste

Document	Minimum Retention Period	Reason	Disposal
Cheque book stubs	Last completed audit year	Audit	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980	Confidential waste.
Paid invoices	6 years	VAT	Confidential waste
Paid cheques	6 years	Limitation Act 1980	Confidential waste
VAT records	6 years	VAT	Confidential waste
Wages Payroll	12 years	Management	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Bin
Insurance company names and policy numbers	Indefinite	Management	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 (SI2753) Management	Bin
Parish playing field equipment inspection reports	21 years		
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980	Confidential waste.
Info from other bodies e.g. circulars from WALC, NALC, Wiltshire Council	Retained for as long as it is useful and relevant.		Bin

Document	Minimum Retention Period	Reason	Disposal
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest.	N/A
Magazines and journals	For as long as they are relevant and useful	Management	Bin
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 	The electronic files will be backed up periodically on a portable hard drive (USB stick).	Management	Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste.
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence both paper and electronic, should be kept for as long as they are needed for accountability purposes. Also to comply with regulatory requirements or to protect legal and other rights.	Management	Bin (shred confidential waste)
Correspondence relating to staff	3 years	Management	Confidential waste
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. 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.

Document	Minimum Retention Period	Reason	Disposal
Negligence	6 years		Confidential waste
Defamation	1 year		Confidential waste
Contract	6 years		Confidential waste
Leases	12 years		Confidential waste
Sums recoverable by statute	6 years		Confidential waste
Personal injury	3 years		Confidential waste
To recover land	12 years		Confidential waste
Breach of trust	None		Confidential waste
Trust deeds	Indefinite		N/A
Planning Papers			
Applications & Appeals & Trees	1 year Wiltshire Council retains all planning applications on their website.	Management	Bin
Local Plans/Local Development Plans	Retained as long as in force	Reference	Bin