

Upton Grey Parish Council

Appendix A: List of Documents for Retention or Disposal

| Document | Minimum Retention Period | Reason | Location Retained | Disposal |
|------------------------------|--------------------------|------------------|---------------------------------|--|
| Minutes | Indefinite | Archive | Cabinet with Clerk/ Computer | Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. The current two years of minutes are with the Clerk. Past years are held in storage by Hampshire Archives Winchester. |
| Agendas | 5 years | Management | As above | Bin (shred confidential waste) |
| Accident/incident reports | 20 years | Potential claims | As above | 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 | As above | Bin |
| Receipt and payment accounts | Indefinite | Archive | As above | N/A |
| Receipt books of all kinds | 6 years | VAT | As above | Bin |

| Document | Minimum Retention Period | Reason | Location Retained | Disposal |
|--|---|---|-----------------------------|--|
| Bank statements including deposit/savings accounts | Last completed audit | Audit | As above | Confidential waste |
| Bank paying-in books | Last completed audit | Audit | As above | Confidential waste |
| Cheque book stubs | Last completed audit year | Audit | As above | Confidential waste |
| Quotations and tenders | 6 years | Limitation Act 1980 (as amended) | Cabinet with Clerk/Computer | 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 | As above | Confidential waste |
| Paid cheques | 6 years | Limitation Act 1980 (as amended) | As above | Confidential waste |
| VAT records | 6 years generally but 20 years for VAT on rents | VAT | As above | Confidential waste |
| Timesheets | Last completed audit 3 years | Audit (requirement) Personal injury (best practice) | As above | Bin |
| Wages books/payroll | 12 years | Superannuation | As above | Confidential waste |
| Insurance policies | While valid (but see next two items below) | Management | As above | Bin |
| Insurance company names and policy numbers | Indefinite | Management | As above | N/A |

| Document | Minimum Retention Period | Reason | Location Retained | Disposal |
|--|--|--|---|--|
| 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 | As above | Bin |
| Town Park equipment inspection reports | 21 years | | N/A Information retained by Basingstoke and Deane Borough Council | |
| Title deeds, leases, agreements, contracts | Indefinite | Audit, Management | Cabinet with Clerk/Computer | N/A |
| Members' allowances register | 6 years | Tax, Limitation Act 1980 (as amended) | Cabinet with Clerk/Computer | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Information from other bodies e.g. circulars from county associations, NALC, principal authorities | Retained for as long as it is useful and relevant | | As above | 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) | As above | N/A |

| Document | Minimum Retention Period | Reason | Location Retained | Disposal |
|-----------------------------|--|--------|---------------------------------|--|
| | <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 | | Cabinet with Clerk/ Computer | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations |
| Defamation | 1 year | | Cabinet with Clerk/ Computer | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations |
| Contract | 6 years | | Cabinet with Clerk/ Computer | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Leases | 12 years | | Cabinet with Clerk/ Computer | Confidential waste. |
| Sums recoverable by statute | 6 years | | Cabinet with Clerk/ Computer | Confidential waste |
| Personal injury | 3 years | | As above | Confidential waste |
| To recover land | 12 years | | As above | Confidential waste |
| Rent | 6 years | | As above | Confidential waste |

| Document | Minimum Retention Period | Reason | Location Retained | Disposal |
|--------------------------|---------------------------------------|---------------------|--------------------------|--------------------|
| Breach of trust | None | | As above | Confidential waste |
| Trust deeds | Indefinite | | As above | N/A |
| | Planning Papers | | | |
| Applications | 1 year | Management | As above | Bin |
| Appeals | 1 year unless significant development | Management | As above | Bin |
| Trees | 1 year | Management | As above | Bin |
| Local Development Plans | Retained as long as in force | Reference | As above | Bin |
| Local Plans | Retained as long as in force | Reference | As above | Bin |
| Town/Neighbourhood Plans | Indefinite – final adopted plans | Historical purposes | As above | N/A |

Reviewed July 2021

Next Review date July 2022

Signed Chairman

Date

Signed Parish Clerk

Date