

Malmesbury Town Council Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Office cabinet and server	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals they should be archived.
Agendas	5 years	Management	Office cabinet and server	Bin (shred confidential waste)/delete
Accident/incident reports	20 years	Potential claims	Office cabinet	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	Office cabinet and server	Bin/delete
Receipt and payment accounts	Indefinite	Archive	Office cabinet and locked filing room	N/A
Receipt books of all kinds	7 years	VAT	Office cabinet and locked filing room	Bin
Bank statements including deposit/savings accounts	7 years	Audit	Office cabinet and locked filing room	Confidential waste/shredded
Bank paying-in books	7 years	Audit	Office cabinet and locked filing room	Confidential waste/shredded
Cheque book stubs	7 years	Audit	Office cabinet and locked filing room	Confidential waste/shredded
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Office cabinet	Confidential waste/shredded
Paid invoices	7 years	VAT	Office cabinet and locked filing room	Confidential waste/shredded

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Paid cheques	7 years	Limitation Act 1980 (as amended)	Office cabinet and locked filing room	Confidential waste/shredded
VAT records	7 years	VAT	Office cabinet and locked filing room	Confidential waste/shredded
Petty cash, postage and telephone books	7 years	Tax, VAT, Limitation Act 1980 (as amended)	Office cabinet and locked filing room	Confidential waste/shredded
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Office cabinet and locked filing room	Bin/shredded
Wages books/payroll	12 years	Superannuation	Office cabinet, computer system and locked filing room	Confidential waste/shredded/deleted
Insurance policies	While valid (but see next two items below)	Management	Office cabinet/computer	Bin/delete
Insurance company names and policy numbers	Indefinite	Management	Office cabinet/computer	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	Office cabinet, computer system and locked filing room	N/A
Play Park equipment inspection reports	21 years	Injury claim	Office cabinet and locked filing room	Bin
Investments	7 years	Audit, Management	Office cabinet, computer system and locked filing room	N/A

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Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Office cabinet, computer system and locked filing room	N/A
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Office	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).	Office, locked filing room and locked storage room	N/A
Magazines and journals	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 (the 2003 Act) requires a local council which after 1 st February 2004 has published works in print to deliver, at its own expense, a copy of them	Office	Bin if applicable

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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 	<p>The electronic files will be backed up periodically on an off-site server and also in a cloud-based programme supplied by the Council's IT company when authorised.</p>	<p>Management</p>	<p>Office cabinet, computer system and locked filing room</p>	<p>Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>
<p>General correspondence</p>	<p>Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. 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.</p>	<p>Management</p>	<p>Office cabinet, computer system and locked filing room</p>	<p>Bin (shred confidential waste)/deleted A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>

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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 is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months Recommend this period be for 3/12 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.	Office cabinet, computer system and locked filing room	Confidential waste/deleted A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
	<p>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.</p>			
Negligence	6 years			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years			Confidential waste. A list will be kept of those

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				documents disposed of to meet the requirements of the GDPR regulations.
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.
Rent	6 years			Confidential waste.
Breach of trust	None			Confidential waste.
Trust deeds	Indefinite			N/A
For Halls, Centres, Recreation Grounds				
<ul style="list-style-type: none"> • Application to hire • Invoices • Record of tickets issued 	7 years	VAT	Office cabinet, computer system and locked filing room	Confidential waste/deleted A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Lettings diaries	Electronic files linked to accounts	VAT		N/A
Terms and Conditions	6 years	Management	Office cabinet, computer system and locked filing room	Bin/delete
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management	Office cabinet, computer system and locked filing room	Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

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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)	Office safe, cabinet, computer system and locked filing room	N/A
Planning Papers				
Applications	1 year	Management	Office cabinet	Bin
Appeals	1 year unless significant development	Management	Office cabinet	Bin
Trees	1 year	Management	Office cabinet	Bin
Local Development Plans	Retained as long as in force	Reference	Office cabinet	Bin
Local Plans	Retained as long as in force	Reference	Office cabinet	Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	Office cabinet	N/A