



## List of Documents for Retention or Disposal

\*Please also refer to Disley Parish Council Freedom of Information - Publication Scheme which lists the information Disley Parish Council commits to make information available to the public as part of its normal business activities.

Document	Minimum Retention Period	Reason	Disposal
<b>Personal data relating to (but not limited to) Allotment Holders, Community Bus Passengers, Volunteer Drivers, Community Centre Hirers, Councillors, Employees, Clubs and Societies and General Contacts</b>	<b>See separate GDPR Data Audit and Retention Policy</b>	<b>Data protection/GDPR</b>	<b>See separate GDPR Data Audit and Retention Policy</b>
Minutes	Indefinite	Archive	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage.
Agendas	5 years	Management	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Shredding.
Receipt and payment accounts	Indefinite	Archive	N/A
Receipt books of all kinds	6 years	VAT	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Shredding.
Bank paying-in books	Last completed audit year	Audit	Shredding.
Cheque book stubs	Last completed audit year	Audit	Shredding.
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Shredding.
Paid invoices	6 years	VAT	Shredding.

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Disposal</b>
Paid cheques	6 years	Limitation Act 1980 (as amended)	Shredding.
VAT records	6 years generally but 20 years for VAT on rents	VAT	Shredding.
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Shredding.
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Bin
Wages books/payroll	12 years	Superannuation	Shredding.
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 (SI 2753) Management	Bin
Park equipment inspection reports		21 years	
Investments	Indefinite	Audit, Management	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A
Members' allowances	6 years	Tax, Limitation Act 1980 (as amended)	Shredding.
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		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.	N/A

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Disposal</b>
Magazines and journals	Council retains copies of its own publications. For others retain for as long as they are useful and relevant.		Bin if applicable
General correspondence	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.	Management	Shredding.
Correspondence relating to staff. (See also separate GDPR Data Audit and Retention Policy)	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 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.	Shredding.
Contracts of Employment	6 years		Shredding.
Land leases/Agreements	12 years		Shredding.
Rent	6 years		Shredding.

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Community Centre <ul style="list-style-type: none"> <li>• Application to hire.</li> <li>• Invoices</li> </ul>	6 years	VAT	Shredding.
Lettings diaries	Electronic files linked to accounts	VAT	N/A
Terms and Conditions	6 years	Management	Bin
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management	Shredding.
<b>For Allotments</b>			
Register and plans	Indefinite	Audit, Management	N/A
Legal papers	Indefinite	Audit, Management	N/A
<b>Planning Papers</b>			
Applications	1 year	Management	Bin
Appeals	1 year unless significant development	Management	Bin
Trees	1 year	Management	Bin
Local Development Plans	Retained as long as in force	Reference	Bin
Local Plans	Retained as long as in force	Reference	Bin
Neighbourhood Plan	Indefinite – final adopted plans	Historical purposes	N/A
CCTV Live recordings	30 days	Data protection	Auto removed.
Standing Orders	Destroy on renewal. Review annually	Management	Shredding.
Financial Regulations	Destroy on renewal. Review annually	Management	Shredding.
Photographs/digital prints/videos	Images should be kept for as long as they are needed for reference, publicity, or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Data protection	Shredding/File deletion.