



Totton & Eling Town Council – Appendix A – List of Documents for Retention & Disposal

Document	Minimum Retention Period	Reason	Disposal	Owner/Responsible
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.	DAP
Agendas	5 years	Management	Shredded	DAP
Accident/Incident Reports	20 years	Potential Claims	Shredded. List kept to meet GDPR requirements.	AC
Scales of fees and charges	6 years	Management	Shred	JM
Receipt and payment accounts	6 years	Archive	N/A	JM
Receipt books of all kinds	6 years	VAT	Shred	JM
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Shred	JM
Bank paying in books	Last completed audit year	Audit	Shred	JM
Cheque book stubs	Last completed audit year	Audit	Shred	JM
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Shred. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.	JM
Paid invoices	6 years	VAT	Shred	JM

Paid cheques	6 years	Limitation Act 1980 (as amended)	Shred	JM
VAT records	6 years (20 for VAT on rents)	VAT	Shred	JM
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Shred	JM
Timesheets	Last completed audit year	Audit (requirement) Personal Injury (best practice)	Shred	JK
Wages books/payroll	12 years	Audit	Shred	JK
Insurance policies	While valid (see details below)	Management	Shred	JM
Insurance company names and policy numbers	Indefinite	Management	N/A	JM
Certificates of insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability Regs 1998 – Management	Shred	JM
Town Park equipment inspection reports	21 years	Management	Shred	AC/KP
Investments	Indefinite	Audit/Management	N/A	JM
Title deeds, leases, agreements, contracts	Indefinite	Audit/Management	N/A	DAP
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Shred – a list kept for GDPR purposes	JK
Info from other bodies (e.g. county associations, NALC, principal authorities)	Retained for as long as it is useful and relevant	N/A	Shred	SC
Local/historical information	Indefinite – to be securely kept for benefit of the town	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 materials in written or other	N/A	SC

		form setting out facts or events otherwise recording information)		
Magazines/journals	As above	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.	Shred	SC
Record Keeping				
Document	Minimum Retention Period	Reason	Disposal	Owner/Responsible
To ensure records are easily accessible it is necessary to comply with the following: <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 and also in the cloud-based programme supplied by the Council's IT company	Management	Shred – list kept for GDPR purposes	SS/JM/JK/SC/DAP

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 period is 6 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	Shred – list kept for GDPR purposes.	SS/JM/JK/SC/DAP
Negligence	6 years		Shred - list kept for GDPR purposes.	SC
Defamation	1 year		Shred - list kept for GDPR purposes.	SC
Contract	6 years		Shred - list kept for GDPR purposes.	JM/DAP/SC
Leases	12 years		Shred	SC
Sums recoverable by statute	6 years		Shred	JM
Personal Injury	3 years		Shred	JM
To recover land	12 years		Shred	SC
Rent	6 years		Shred	JM
Breach of trust	None		Shred	SC
Trust deeds	Indefinite		N/A	SC

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.

Halls/Centres/Rec Grounds				
Document	Minimum Retention Period	Reason	Disposal	Owner/Responsible
Applications to hire Invoices Record of tickets issued	6 years	VAT	Shred - list kept for GDPR purposes.	JP
Lettings diaries	6 years	VAT	N/A	JP/ADMIN
T's & C's	6 years	Management	Shred	JP
Event Monitoring Forms	6 years	Required for claims/insurance/legal purposes	Shred – list kept for GDPR purposes	JP

Allotments				
Document	Minimum Retention Period	Reason	Disposal	Owner/Responsible
Register and plans	Indefinite	Audit/Management	N/A	JG
Minutes	Indefinite	Audit/Management	N/A	DAP
Legal papers	Indefinite	Audit/Management	N/A	SC

Planning Papers				
Document	Minimum Retention Period	Reason	Disposal	Owner/Responsible
Applications	1 year	Management	Shred	JP
Appeals	1 year unless significant development	Management	Shred	JP
Trees	1 year	Management	Shred	JF
Local Development Plans	Retained as long as in force	Reference	Shred	SC/JP
Local Plans	Retained as long as in force	Reference	Shred	JP
Town/Neighbourhood Plans	Infinite – final adopted plans	Historical purposes	N/A	SC/JP

CCTV				
Document	Minimum Retention Period	Reason	Disposal	Owner/Responsible
Daily notes	Daily	Data Protection	Shred	AC
Work rotas	1 month	Management	Shred	AC
Observation Sheets	3 years	Data protection	Shred	AC
Stats	3 years	Data Protection	Shred	AC
Signing in sheets	3 years	Management	Shred	AC
Review requests	3 years	Data Protection	Shred	AC
Discs – master and working	For as long as required	Data Protection	Shred	AC
Internal Ops Procedure Manual	Destroy on renewal – review annually	Management	Shred	AC
Code of Practice	Destroy on renewal – review annually	Management	Shred	SC
Photographs/digital prints	31 days	Data Protection	Shred	SC