CYNWYL EFLED COMMUNITY COUNCIL - LIST OF DOCUMENTS FOR RETENTION OR DISPOSAL

DOCUMENT	**MINIMUM RETENTION PERIOD**	**REASON**	**DISPOSAL** Bin = Confidential Waste and shredded.
Minutes	Indefinite	Archive	Original signed copies of the minutes must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they should be archived and deposited with the higher authority.
Agendas	Five Years	Management	Bin - Confidential Waste - Shred
Accident/incident reports	20 Years	Potential Claims	
Scales of fees and charges	6 years	Management	N/A at present
Receipt and payments accounts	Indefinite	Archive	Once book is full archive with higher authority.
Receipt books of all kinds	6 years	VAT	Bin - Confidential Waste - Shred
Bank Statements including deposit/ savings accounts	6 years	Audit	Bin - Confidential Waste - Shred
Bank paying - in books	6 years	Audit	Bin - Confidential Waste - Shred
Cheque book stubs	6 years	Audit	Bin - Confidential Waste - Shred
Quotation and Tenders	6 years	Limitation Act 1980 (as amended)	A list will be kept of those documents disposed of to meet the requirements of the GDPR
Paid invoices	6 years	VAT	Bin - Confidential Waste - Shred
Paid Cheques	6 years	Limitation Act 1980 (as amended)	Bin - Confidential Waste - Shred

DOCUMENT	**MINIMUM RETENTION PERIOD**	**REASON**	**DISPOSAL** Bin = Confidential Waste and shredded.
VAT records	6 years	VAT	Bin - Confidential Waste - Shred
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Bin - Confidential Waste - Shred
Timesheets	Last completed audit year Three years	Audit (requirement0 Personal injury (best practice)	Bin - Confidential Waste - Shred
Wages books/payroll	12 years	Superannuation	Bin - Confidential Waste - Shred
INSURANCE POLICIES	While valid (but see next two items below)	Management	Bin - Confidential Waste - Shred
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 - Confidential Waste - Shred
Play area equipment inspection reports	21 years		
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Bin - Confidential Waste - Shred but keep a list of those documents disposed of to meet the requirements of the GDPR
Information from other bodies e.g. circulars from OVW SLCC NALC County Council	Retain for as long as it is useful and relevant		Bin - Confidential Waste - Shred
Local/Historical Information	Indefinite - to be securely kept for benefit of the parish	Council may acquire records of local interest	N/A

DOCUMENT	**MINIMUM RETENTION PERIOD**	**REASON**	**DISPOSAL** Bin = Confidential Waste and shredded.
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 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	Bin - Confidential Waste - Shred

DOCUMENT	**MINIMUM RETENTION PERIOD**	**REASON**	**DISPOSAL** Bin = Confidential Waste and shredded.
To ensure records are easily accessible it is necessary to comply with the following: • 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 in a cloud-based programme as appropriate.	Management	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

DOCUMENT	**MINIMUM RETENTION PERIOD**	**REASON**	**DISPOSAL** Bin = Confidential Waste and shredded.
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	Bin - Confidential Waste - Shred A list will be kept of those documents disposed of to meet the requirements of the GDPR.

DOCUMENT	**MINIMUM RETENTION PERIOD**	**REASON**	**DISPOSAL** Bin = Confidential Waste and shredded.
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 three 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	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR
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 Bin = Confidential Waste and shredded.
Negligence	Six Years		
Defamation	One Year		
Contract	Six Years		
Leases	Twelve Years		
Planning Papers			
Applications	One year	Management	
Appeals	One year unless significant development	Management	
Trees	One Year	Management	
Local Development Plans	Retained as long as in force	Reference	
Local Plans	Retained as long as in force	Reference	
Town/neighbourhood plans	Indefinite - final adopted plans	Historical purposes	