

WEMBDON PARISH COUNCIL

Retention of Documents

Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
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.
Bank statements including deposit/savings accounts	6 years. Hard copies retained until the yearly accounts have been audited then scanned and held electronically.	Audit		Hard copies shredded. Electronic file deleted.
Quotations and tenders	6 years. Held electronically.	Limitation Act 1980 (as amended)		Delete file.
Paid invoices	6 years. Hard copies retained until the yearly accounts have been audited then scanned and held electronically.	VAT		Hard copies shredded. Electronic file deleted.

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VAT records	6 years. Held electronically.	VAT		Delete file.
Insurance policies	Held electronically while valid.	Management		Delete file.
Insurance company names and policy numbers	Held electronically indefinitely.	Management		N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management		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			Bin or delete file.
	Record-keeping			
To ensure records are easily accessible it is necessary to comply with the following: <ul style="list-style-type: none"> Electronic files will be saved using relevant file names 	The electronic files will be backed up periodically on a portable hard drive.	Management		Delete file when no longer relevant.
	<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			Confidential waste. A list will be kept of those documents disposed of to

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				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 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 Allotments			
Legal papers	Indefinite	Audit, Management		N/A

Reviewed January 2022

End of policy

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