

## DOCUMENT RETENTION SCHEME

Adopted by resolution on 13/02/2019

### 1. Introduction

1.1 The council recognises the need to retain documents for audit purposes, employee management, tax liabilities and the eventuality of legal disputes and proceedings.

1.2 By establishing and adopting a Document Retention Scheme, the council has addressed these needs, and taken into account its obligations under the following legislation:

- Local Government Act 1972 sections 225 – 229, and section 234,
- Audit Commission Act 1998,
- Public Records Act 1958,
- Data Protection Act 1998,
- Employers' Liability (Compulsory Insurance) Regulations 1998,
- Limitation Act 1980,
- Employment Rights Act 1996,
- Local Authorities, Cemeteries Order 1977,
- Local Government (Records) Act 1962,
- Freedom of Information Act 2000 and
- Lord Chancellor's Code of Practice on the Management of Records Code 2002.

### 2. Retention of documents for legal purposes

2.1 Most legal proceedings are governed by the Limitation Act 1980. The 1980 Act provides that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question. The table below sets out the limitation periods for the different categories of claim.

<b>Category</b>	<b>Limitation Period</b>
Negligence (and other torts)	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal Injury	3 years
To recover land	12 years
Rent	6 years
Breach of trust	None

2.2 Some types of legal proceedings may fall into two or more categories. In these circumstances, the documents should be kept for the longest of the differing limitation periods.

2.3 As there is no limitation period in respect of trusts, the council will never destroy or otherwise dispose trust deeds and schemes, and other similar documentation.

2.4 Some limitation periods can be extended. Examples include:

- where individuals first become aware of damage caused at a later date (e.g. in the case of personal injury);
- where damage is latent (e.g. to a building);
- where a person suffers from a mental incapacity;
- where there has been a mistake or where one party has defrauded another or concealed relevant facts.

2.5 In such circumstances, the council will take into consideration (i) the costs of storing relevant documents and (ii) the risks of:

- claims being made;
- the likely value of such claims; and
- the consequences of inability to defend any claims made if the relevant documents have been destroyed.

### 3. Document retention schedule

3.1 The council has agreed a minimum document retention schedule, based on the obligations under the acts, codes, orders and regulations listed above

<b>DOCUMENT</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>REASON</b>
Minute books	Indefinite Note: Handwritten notes of minutes will be destroyed once the minutes have been approved.	Archive
Scale of fees and charges	6 years	Management
Income and expenditure account(s)	Indefinite	Archive
Receipt books of all kinds, including ledgers	6 years	VAT
Bank statements, including savings/deposit accounts	6 years	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years after completion of contract	Limitation Act 1980
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
VAT records, P60s and P45s	6 years	VAT, Tax

Salary records	12 years	Superannuation, Management
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	40 years from date on which the insurance commenced or was renewed	Employers' Liability (Compulsory Insurance) Regulations 1998, Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Correspondence and emails	1 year	Limitation Act 1980
Accident book	3 years	Reporting of Injuries, Diseases and Dangerous Occurrences Act 2013
Annual accounts and asset registers	Indefinite	Archive
Pension contribution records	6 years	Pensions Act 2014
Personnel records, including SSP and maternity records	6 years	Limitations Act 1980
Asbestos and hazardous materials records	Indefinite	Asbestos Regulations
Previous versions of policies, standing orders, schemes of delegation	3 years	Data Protection Act 1998
<b>For club halls, pavilion and recreation ground</b> <ul style="list-style-type: none"> <li>• Applications for hire</li> <li>• Lettings diaries</li> <li>• Copies of invoices to hirers</li> </ul>	6 years	VAT
<b>For Allotments</b> <ul style="list-style-type: none"> <li>• Register and plans</li> </ul>	Indefinite	Audit, Management
<b>For burial grounds</b> <ul style="list-style-type: none"> <li>• Register of fees collected</li> <li>• Register of burials</li> <li>• Register of purchased graves</li> <li>• Register/plan of grave spaces</li> <li>• Register of memorials</li> <li>• Applications for internment</li> </ul>	Indefinite	Archives, Local Authorities Cemeteries Order 1977

<ul style="list-style-type: none"><li>• Application for rights to erect memorials</li><li>• Disposal certificates</li><li>• Copy certificates of grant of exclusive right of burial</li></ul>		
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3.2 The need to retain any documents not included in the above schedule should be considered on an individual basis. As a guide, and in the absence of any prevailing act, code, order or regulation to the contrary, documents may be destroyed if they are no longer of use or relevant. If in any doubt, advice should be sought from the Parish Clerk.

Tim Watton, Parish Clerk  
13/02/2019