

**Wem Rural Parish Council
Record Management Policy
Appendix A: Documents for Retention or Disposal Schedule**

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Clerk's Office	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage.
Agendas	5 years	Management	Clerk's Office	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Clerk's Office	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	6 years	Management	Clerk's Office	Bin
Receipt and payment accounts	Indefinite	Archive	Clerk's Office	N/A
Receipt books of all kinds	6 years	VAT	Clerk's Office	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Clerk's Office	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Clerk's Office	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Clerk's Office	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Clerk's Office	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT	Clerk's Office	Confidential waste

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Paid cheques	6 years	Limitation Act 1980 (as amended)	Clerk's Office	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	Clerk's Office	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Clerk's Office	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Clerk's Office	Bin
Wages books/payroll	12 years	Superannuation	Clerk's Office	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Clerk's Office	Bin
Insurance company names and policy numbers	Indefinite	Management	Clerk's Office	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	Clerk's Office	Bin
Play equipment inspection reports	21 years		Clerk's Office	
Investments	Indefinite	Audit, Management	Clerk's Office	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Clerk's Office and Solicitors	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		Clerk's Office	Bin

Document	Minimum Retention Period	Reason	Location Retained	Disposal
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 in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).	Clerk's Office	N/A
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 st 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	Clerk's Office	Bin if applicable

Document	Minimum Retention Period	Reason	Location Retained	Disposal
		the British Library holds.		
Record-keeping				
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.	Management	Clerk's Office	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 regulations.
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. However, this will not normally be for more than 3 months	Management	Clerk's Office	Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
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 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.	Clerk's Office	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
<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. If in doubt, keep for the longest of the three limitation periods.</p>				
Negligence	6 years		Clerk's Office	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year		Clerk's Office	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years		Clerk's Office	Confidential waste. A list will be kept of those documents disposed of to

Document	Minimum Retention Period	Reason	Location Retained	Disposal
				meet the requirements of the GDPR regulations.
Leases	12 years		Clerk's Office	Confidential waste.
Sums recoverable by statute	6 years		Clerk's Office	Confidential waste.
Personal injury	3 years		Clerk's Office	Confidential waste.
To recover land	12 years		Clerk's Office	Confidential waste.
Rent	6 years		Clerk's Office	Confidential waste.
Breach of trust	None		Clerk's Office	Confidential waste.
Trust deeds	Indefinite		Clerk's Office	N/A
Planning Papers				
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	Clerk's Office	N/A