

## Goostrey Parish Council

### ANNEX A – List of Documents for Retention or Disposal

All documents are held at Goostrey Village Hall unless otherwise stated.

All electronic documents are backed up and held in secure remote storage.

DOCUMENT	MINIMUM RETENTION PERIOD (where two terms are shown, the longest term noted will be used)	REASON	DISPOSAL
<b>COUNCIL MANAGEMENT</b>			
Minutes	Indefinitely	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
Agendas & meeting documentation	12 Years	Statute of Limitations Limitation Act 1980 (as amended)	Confidential waste??
Council Attendance Register	Throughout the 4 year term of office	Management	Confidential waste
Declarations of Acceptance of Office	Indefinitely	Management, Archive	N/A
Register of Members Interest	6 Years or as long as the Councillor remains in office (whichever is the greater)	Audit, Tax, VAT	Confidential Waste
Council Standing Orders, Policies & Procedures	Whilst the documents remain in force	Management	Bin
Council Newsletters, Precept Sheets & Annual Reports	Indefinitely	Management, Archive	N/A
Personnel Information	6 Years after individual ceases to be an employee	Statute of Limitations Limitation Act 1980 (as amended)	Confidential waste list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Assets	12 years For the life of the Asset	Management	Bin
Title Deeds	Indefinitely	Management	N/A

S106 Agreements	Indefinitely	Management	N/A
Freedom of Information	10 years	Management	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Pension	12 years after cessation of benefit payable	Audit, Management	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Events	12 years	Management	Confidential Waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Accident Reports	Indefinitely	Management Potential Claims	N/A
<b>COUNCIL FINANCES</b>			
Cash Book Accounts, Sales & Purchase Ledgers	Indefinitely	Management	N/A
Title Deeds, Leases, Agreements & Contracts	Indefinitely	Audit, Management	N/A
Investments	Indefinitely	Audit, Management	N/A
Audited Accounts	Indefinitely	Archive, Audit, Management	N/A
Precept Requests	Indefinitely	Audit, Management	N/A
Quotations & Tenders	12 years	Statute of Limitations Limitation Act 1980 (as amended)	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Wages Books & Payroll	12 years	Superannuation	Confidential waste
Receipt Books	6 Years	VAT	Confidential waste
Paid Invoices & Petty Cash Slips	6 Years	VAT Statute of Limitations Limitation Act 1980 (as amended)	Confidential waste Council does not use petty cash
VAT Records	6 Years but 20 years for VAT on rents	VAT	Confidential waste

Paid Cheques	6 Years	Statute of Limitations Limitation Act 1980 (as amended)	Confidential waste
Members Allowance Register	6 Years	Tax, Audit, Management, Statute of Limitations Limitation Act 1980 (as amended)	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of Fees & Charges	6 Years	Management	Bin
Bank Statements	Last completed audit year 6 years*	Audit	Confidential Waste
Bank Paying-in Books	Last completed audit year 6 years*	Audit	Confidential Waste
Cheque Book Stubs	Last completed audit year 6 years*	Audit	Confidential Waste
Timesheets	Last completed audit year 3 years	Audit Personal injury (best practice)	Bin
Insurance Policies	While Valid	Management	Bin
Certificates for insurance against liability for employees	40 years from date in which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI2753), Management	Bin
Insurance Company Names, Policy Numbers, Insurance Claims & Health & Safety Records	3 Years after the policy lapses Indefinite	Management	N/A
Budget	6 years	Audit, Management	Confidential Waste
Grants	6 years	Audit, Management	Confidential Waste
HMRC	6 years	Audit, Management	Confidential Waste
Internal Audit	Retain current, plus previous year	Audit, Management	Confidential Waste

<b>ALLOTMENTS</b>			
Allotments Plan	Indefinitely	Audit, Management	N/A
Allotment Register	Indefinitely	Audit, Management	N/A
Allotment Tenancy Agreements & Correspondence	Throughout the period of tenancy & 6 Years following Indefinitely	Audit, Management, Statute of Limitations Limitation Act 1980 (as amended)	N/A
Allotment Legal Papers	Indefinitely	Audit, Management	N/A
<b>RISK ASSESSMENTS</b>			
Weekly Inspection Logs	12 Years	Statute of Limitations Limitation Act 1980 (as amended)	N/A
Annual Inspection Logs	12 Years	Statute of Limitations Limitation Act 1980 (as amended)	N/A
Risk Assessments	12 Years	Statute of Limitation Limitation Act 1980 (as amended)s	N/A
<b>HALLS, CENTRES RECREATION GROUNDS</b>			
<ul style="list-style-type: none"> <li>• Booking forms</li> <li>• Invoices</li> <li>• Record of Tickets issued</li> </ul>	6 years	VAT	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Lettings Diary – online booking system and supporting paperwork	6 years	VAT	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Terms and Conditions	6 years	Management	Bin
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management	Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

<b>PLANNING &amp; CONSERVATION</b>			
Planning Register	Indefinitely	Management, Archive	N/A
Planning Committee Minutes (records of decisions)	5 years Indefinitely	Management, Archive	N/A
Appeals	2 years unless significant development	Management	Bin
Definitive Maps, Planning Maps, Public Rights of Way Maps, Conservation Area Maps & similar documents	Indefinitely	Management, Archive	N/A
Adopted Neighbourhood Plans	Indefinitely	Management, Archive, Historical purposes	N/A
<b>PUBLICATIONS</b>			
Magazines, Journals & Periodicals	Council may wish to keep its own publications.  For others 3 Years (or retained as long as is useful and relevant)	Management The Legal Deposit Libraries its own publications Act 2003 (the 2003 Act) requires a local council which after 1 <sup>st</sup> 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 if applicable
Catalogues	1 Year	Management	Bin
<b>GENERAL CORRESPONDENCE</b>			
General Correspondence (on non-historic importance)	Destroyed annually if no longer of use or value	Management	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
General Correspondence (historic importance)	Offered to the County Archivist if no longer of use or value	Archive	N/A

<b>EMPLOYMENT RECORDS</b>			
Rejected job applicant records, including: <ul style="list-style-type: none"> <li>contact details</li> <li>application letters or forms</li> <li>CVs</li> <li>references</li> <li>certificates of good conduct</li> <li>interview notes</li> <li>assessment and psychological test results</li> </ul>	6 months after applicant is notified of rejection  Application forms should give applicants the opportunity to object to their details being retained	<a href="#">ICO Employment Practices Code para 1.7</a>  Equality Act 2010, s 123	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Application records of successful candidates, including: <ul style="list-style-type: none"> <li>application letters or forms</li> <li>copies of academic and other training received</li> <li>references</li> <li>correspondence concerning employment</li> <li>CVs</li> <li>interview notes and evaluation forms</li> <li>assessment and results</li> </ul>	6 years after employment ceases	Limitation Act 1980 (LA 1980), s 5	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Criminal records information: <ul style="list-style-type: none"> <li>criminal records requirement assessments for a particular post</li> <li>criminal records information forms</li> <li>the Disclosure and Barring Service (DBS) check forms</li> <li>DBS certificates</li> </ul>	Criminal records requirement assessments for a particular post—12 months after the assessment was last used  All other information in this category—as soon as practicable after the check has been completed and the outcome recorded (ie whether satisfactory or not) unless, in exceptional circumstances, the Town Clerk assesses that it is clearly relevant to the ongoing employment relationship	<a href="#">DBS guidance for employers: Duration of criminal record check validity</a> <a href="#">ICO Employment Practices Code Nov 2011, part 1.7.4</a>	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Employment contracts, including: personnel and training records written particulars of employment changes to terms and conditions	6 years after employment ceases, unless document executed as a deed, in which case 12 years after employment ceases	LA 1980, ss 5, 8	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Copies of identification documents (eg passports)	Not less than 2 years from date of termination of employment	Immigration (Restrictions on Employment) Order SI 2007/3290, Art 6(1)(b)	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Identification documents of foreign nationals (including right to work)	Not less than 2 years from date of termination of employment	Immigration (Restrictions on Employment) Order SI 2007/3290, art 6(1)(b)	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Records concerning a temporary worker	6 years after employment ceases	LA 1980, s 5	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Employee performance records, including: probationary period reviews review meeting and assessment interviews appraisals and evaluations promotions and demotions	6 years after employment ceases	LA 1980, s 5	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Records relating to and/or showing compliance with Working Time Regulations 1998 including: registration of work and rest periods working time opt-out forms	2 years from the date on which the record was made	Working Time Regulations 1998, SI 1998/1833, reg 9	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Redundancy records	6 years from date of redundancy	LA 1980, s 5	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Annual leave records	6 years after the end of each tax year	LA 1980, s 5	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Parental leave records	6 years after the end of each tax year	LA 1980, s 5	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Sickness records	6 years after the end of each tax year	LA 1980, s 5	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Records of return to work meetings following sickness, maternity etc	6 years the end of each tax year	LA 1980, s 5	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
<b>PAYROLL AND SALARY RECORDS</b>			
Records for the purposes of tax returns including wage or salary records, records of overtime, bonuses and expenses	6 years	Taxes Management Act, 1970 s 12B Finance Act 1998, Schedule 18, para 21	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.



Pay As You Earn (PAYE) records, including: wage sheets deductions working sheets calculations of the PAYE income of employees and relevant payments	3 years	Income Tax (Pay As You Earn) Regulations 2003, SI 2003/2682, reg 97	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Income tax and NI returns, income tax records and correspondence with HMRC	3 years after the end of the financial year to which they relate	Income Tax (Employments) Regulations 1993, SI 1993/744, reg 55	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Records demonstrating compliance with national minimum wage requirements	3 years beginning with the day upon which the pay reference period immediately following that to which they relate ends	National Minimum Wage Regulations 2015, SI 2015/621, reg 59	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Details of benefits in kind, income tax records (P45, P60, P58, P48 etc), annual return of taxable pay and tax paid	6 years (but general time limit under the TMA 1970 is reducing to four years from 1 April 2012)	Taxes Management Act 1970	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Employee income tax and national insurance returns and associated HMRC correspondence	3 years from end of tax year to which they relate	Income Tax (Pay as You Earn) Regulations 2003, SI 2003/2682, reg 97	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Statutory sick pay (SSP) records	3 years after the end of the tax year to which they relate	The requirement to maintain SSP records for 3 years after the end of the tax year to which they relate was revoked in 2014, but an employer may still be required by HMRC to produce such records as are in his possession or power which contain, or may contain, information relevant to satisfy HMRC that statutory sick pay has been and is being paid. The Statutory Sick Pay (General) Regulations 1982, SI 1982/894, reg 13(A)	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Wage or salary records (including overtime, bonuses and expenses)	6 years	Taxes Management Act 1970, s 43	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Records relating to hours worked and payments made to workers	3 years	National Wage Act 1998, s 9 The National Wage Regulations 1999, reg 38	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Statutory maternity, paternity and shared parental pay records, calculations, certificates or other evidence	3 years after the end of the tax year in which the period of statutory pay ends	Statutory Maternity Pay (General) Regulations 1986, SI 1986/1960, reg 26	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

<b>HEALTH AND SAFETY RECORDS</b>			
Records of reportable injuries, diseases or dangerous occurrences reportable incidents reportable diagnoses injury arising out of accident at work (including accident book)	3 years from date of the entry 20 years	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013), SI 2013/1471, reg 12 Potential Claims	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Lists or register of employees who have been exposed to asbestos dust, including health records of each employee	40 years from the date of the last entry made in the record	Control of Asbestos Regulations 2012, SI 2012/63, reg 22(1)	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Medical records and details of biological tests under the Control of Lead at Work Regulations	40 years from the date of the last entry made in the record	The Control of Lead at Work Regulations 2002 (CLAW 2002), SI 2002/2676, reg 10	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry made in the record	The Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002), SI 2002/2677, reg 11	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Records of monitoring of exposures to hazardous substances (where exposure monitoring is required under COSHH)	Where the record is representative of the personal exposures of identifiable employee—40 years from the date of the last entry made in the record Otherwise, five years from the date of the last entry made in the record	COSHH 2002, reg 10(5)	Confidential waste
Records of tests and examinations of control systems and protective equipment under COSHH	Five years from the date on which the record was made	COSHH 2002, reg 9	Confidential waste .
Waste Documentation	A copy of the waste description for waste transferred or received must be kept (either electronically or on paper format) for: <ul style="list-style-type: none"> <li>two years for <a href="#">non-hazardous waste</a></li> </ul>	Waste Management	Confidential waste

## RETENTION OF DOCUMENTS FOR LEGAL PURPOSES

Most legal proceedings are governed by 'the Limitation Acts'. The Acts (notably the Limitation Act 1980) state 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. The reference to 'category' in the table refers to claims brought in respect of that category.

Category	Limitation Period	Disposal
Negligence (and other 'Torts')	6 years	Confidential waste. A list will be kept of those documents disposed of to 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

Cognisance must be taken on the duty of the Council and in particular its Proper Officer to retain certain information, for certain purposes and for certain periods of time.