

## Rye Town Council Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Locked cupboard	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 considered for deposit with the CRO.
Agendas	5 years	Management	Locked cupboard	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Locked filing cabinet	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Scales of fees and charges	6 years	Management	Locked Filing cabinet	Bin
Receipt and payment accounts	Indefinite	Archive	Archive box - locked attic	N/A
Receipt books of all kinds	6 years	VAT	Archive box - locked attic	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Archive box, Clerk's office - locked	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Archive box, Clerk's office - locked	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Archive box, Clerk's office - locked	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	File in Clerks office - locked	Confidential waste. A list will be kept of those

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				documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT	Archive box - locked attic	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Archive box - locked attic	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	Archive box - locked attic	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Archive box - locked attic	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Locked filing cabinet	Bin
Wages books/payroll	12 years	Superannuation	Archive box - locked attic	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Locked filing cabinet	Bin
Insurance company names and policy numbers	Indefinite	Management	Locked filing cabinet	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	Locked filing cabinet	Bin
Skate Park equipment inspection reports	21 years		Filing cabinet	
Investments	Indefinite	Audit, Management	Locked filing cabinet	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Locked filing cabinet	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Locked filing cabinet	Confidential waste.

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Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Cupboard	Bin
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).	Cupboard	N/A

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Magazines and journals	<p>Council may wish to keep its own publications</p> <p>For others retain for as long as they are useful and relevant.</p>	<p>The Legal Deposit Libraries 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.</p>	Cupboard	Bin if applicable
<b>Record-keeping</b>				
<p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> <li>• A list of files stored in cabinets will be kept</li> <li>• Electronic files will be saved using relevant file names</li> </ul>	<p>The electronic files will be backed up periodically on a portable hard drive and also in a reputable cloud-based programme.</p>	Management		<p>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</p>

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				the GDPR.
General correspondence	<p>Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept.</p> <p>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.</p>	Management	PC and email	<p>Bin (shred confidential waste)</p> <p>A list will be kept of those documents disposed of to meet the requirements of the GDPR.</p>
Correspondence relating to staff	<p>If related to Audit, see relevant sections above.</p> <p>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</p> <p>Recommend this period be for 3 years</p>	<p>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.</p>	PC and email; locked filing cabinet	<p>Confidential waste</p> <p>A list will be kept of those documents disposed of to meet the requirements of the GDPR.</p>

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	<p><b>Documents from legal matters, negligence and other torts</b>  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		PC; Locked filing cabinet	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Defamation	1 year		PC; Locked filing cabinet	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Contract	6 years		PC; Locked filing cabinet	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Leases	12 years		Locked filing cabinet	Confidential waste.
Sums recoverable by statute	6 years		Locked filing cabinet	Confidential waste.
Personal injury	3 years		Locked filing cabinet	Confidential waste.
To recover land	12 years		Locked filing cabinet	Confidential waste.

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Rent	6 years		Locked filing cabinet	Confidential waste.
Breach of trust	None		Locked filing cabinet	Confidential waste.
Trust deeds	Indefinite		Locked filing cabinet	N/A
<b>For Town Hall Lets, including Weddings</b>				
<ul style="list-style-type: none"> <li>• Booking enquiries</li> <li>• Application to hire</li> <li>• Invoices</li> </ul>	1 year 1 year 6 years	VAT	Locked filing cabinet; PC and email	Confidential waste Confidential waste Confidential waste
Terms and Conditions	6 years	Management	Cupboard	Bin
<b>Planning Papers</b>				
Applications	1 year	Management	Locked filing cabinet	Bin
Appeals	1 year unless significant development	Management	Locked filing cabinet	Bin
Trees	1 year	Management	Locked filing cabinet	Bin
Local Development Plans	Retained as long as in force	Reference	Locked filing cabinet	Bin
Local Plans	Retained as long as in force	Reference	Locked filing cabinet	Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	Locked filing cabinet	N/A
<b>CCTV</b>				
Daily notes	Daily	Data protection	HC Office	Confidential waste
Review requests	3 years	Data protection	HC Office	Confidential waste
Discs – master and working	For as long as required	Data protection	HC Office	Confidential waste

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