

LEA AND COTTAM PARISH COUNCIL Appendix A: List of Documents / Data for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Legal Requirement	Filing Cabinet in Clerk's home garage until archive at records office.	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals they should be archived and deposited with the Higher Authority
Agendas	3 years	Management	Clerk's personally owned laptop.	Whilst these are retained as described – the agenda items have for the last 2 years formed part of the minutes of that meeting.
Declarations of Acceptance of Office, Members Register of Interests and Personal Contact details including Email addresses.	Term of Office plus 1 year	Management	A of Office – hard copy in filing Cabinet in Clerk's home garage ROI – hard copy as above with electronic copy on Clerk's personally owned laptop	Confidential Waste Electronic Deletion

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Accident/incident reports relating to Council owned assets.	20 years	Potential claims	Clerk's personally owned laptop or hard copy	Confidential Waste Electronic Deletion
Receipt and payment accounts include paid invoices and supporting documents	6 years	Limitation Act 1980 (as amended)	Clerks personally owned laptop / hard copy maintained with each year's accounts file.	Confidential Waste Electronic Deletion
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Hard copies maintained with each year's accounts file which are retained for 6 years	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Hard copies maintained with each year's accounts file which are retained for 6 years	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Hard copies maintained with each year's accounts file which are retained for 6 years	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	N/A currently	Confidential waste
Personal Data Generally	For no longer than the period for which the data was required in the first instance			Confidential Waste Electronic Deletion

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Paid invoices	6 years	Limitation Act 1980 (as amended)	Hard copies maintained with each year's accounts file	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Hard copies maintained with each year's accounts file	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	Hard copies maintained with each year's accounts file	Confidential waste
Insurance policies	Whilst valid plus 1 year in case of claims	Management	Hard copies maintained with each year's accounts file (retained 6 years)	Confidential Waste
Title deeds, Trust deeds and leases or other legal documentation relating to land/property ownership	Indefinite	Management Legal Ownership	Filing Cabinet located in Clerk's home garage	N/A
Information from other bodies e.g. circulars from county associations, NALC, principal authorities etc	Retained for as long as it is useful and relevant	Management	Filing Cabinet located in Clerk's home garage	Bin
Contractors /Suppliers Contracts including details	6 years	Limitation Act 1980 (as amended)	Hard copies maintained with each year's accounts file (retained 6 years)	Confidential Waste

Document	Minimum Retention Period	Reason	Location Retained	Disposal
<p>General correspondence includes complaints and FOI requests, grant applications and ancillary personal data.</p>	<p>1 year after such time as the purpose for which the correspondence was generated has come to an end except where it is required to be retained for a specific period as set out in this retention policy.</p>	<p>Management</p>	<p>Electronic files kept on laptop owned by the Clerk and e-mail received and sent, held on server of e-mail provider.</p> <p>Hard copy to be scanned to laptop where appropriate as above then destroyed.</p>	<p>Electronic deletion</p> <p>Confidential waste</p>
<p>Correspondence / Contracts relating to staff</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. 1 year after employment concluded.</p>	<p>After an employment relationship has ended, a council may need to retain, and access staff records for former staff for giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.</p>	<p>Hard copies of contracts etc are held in filing cabinet located in home garage of the Clerk</p>	<p>Confidential waste</p>

