

Great Bedwyn Parish Council Retention of Documents Policy

1. Purpose: Great Bedwyn Parish Council requires a wide variety of documents for transacting its business and is committed to retaining these documents in a format and for periods of time that enables the Parish Council to meet its statutory obligations in respect of documents subject to legislation.
2. Scope: The policy applies to Great Bedwyn Parish Council's information records, both paper and electronic.
3. Statutory Requirements: Documents subject to statutory period of retention are identified by their associated legislation in Annex A.
4. Employee's privacy: The privacy of personnel records will be appropriately assured.
5. Availability and Access: All records necessary to Great Bedwyn Parish Council's business will be retained for a period of time that reasonably assures the availability of records needed.
6. Storage space and cost: Redundant records may be destroyed in order to reduce the cost of storage, indexing and handling the vast quantity of documents that would otherwise accumulate. Destruction of documents will be undertaken in accordance with the provisions of this policy to avoid any inference that a document was destroyed in anticipation of a problem.
7. Electronic storage: Records maintained electronically will be subject to the same rules of retention and security as paper records.
8. The Clerk will be responsible for the implementation of the policy.

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Annex A

Document	Minimum Retention Period	Reason
Signed Minutes	Indefinite	Archive
Minute taking transcript	Destroy after date of confirmation of minutes	Common practice/management
Scale of fees and charges	6 years	Management
Receipt books	6 years	HMRC
Bank statements	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Cheque stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitations Act 1980 (as amended)
Paid invoices	6 years	HMRC
Paid cheques	6 years	Limitations Act 1980 (as amended)
VAT Records	6 years	HMRC
Wages and Payroll records	3 years	HMRC
Pension records	6 years	The Pensions Regulator
Insurance Policies	While valid	Management
Employees' Liability Insurance certificates	40 years	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SL 2753)
Investments	Indefinite	Audit, Management
Title Deeds, leases	Indefinite	Audit, Management
Members' Allowances	6 years	Tax, Limitation Act 1980
Accident Books	25 years from closure	Management
Equipment Inspection Records	25 years	Management
Premises Inspection Records	25 years	Management
Risk Assessment	3 years from last assessment	Management
Complaints	2 year after closure of case	Management
Correspondence	1 year	Management
Press releases	1 year	Management
Public consultation survey and returns	3 years	Management
Reports, newsletters	Retain as long as useful	Management

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Documentation for Legal Purposes		
Negligence	6 years	Limitations Act 1980 (as amended)
Defamation	1 year	Limitations Act 1980 (as amended)
Contract	6 years	Limitations Act 1980 (as amended)
Sums recoverable	6 years	Limitations Act 1980 (as amended)
Leases	12 years	Limitations Act 1980 (as amended)
Personal Injury	3 years	Limitations Act 1980 (as amended)
To recover land	12 years	Limitations Act 1980 (as amended)
Rent	6 years	Limitations Act 1980 (as amended)
Breach of Trust	None	Limitations Act 1980 (as amended)

The policy was adopted by The Great Bedwyn Parish Council on the 14 March 2019.

Minute reference: 170.18