

Informative

This is a working draft and will be updated as work continues.

Date 23 May 2018

Boxley Parish Council Retention of documents list

Paper *. Indicates that a paper copy may be kept for a short period of no longer than 3 months before it is scanned and stored electronically.

Paper ** indicates that a review of whether paper copies should be kept or scanned is underway/will take place.

Confidential waste is disposed of at the parish office by a cross shredding machine.

Document	Minimum Retention Period	Stored (what medium) and the location where information retained	Disposal
General and legal document			
Minutes and agenda	Indefinite	Paper Electronic Parish office or Kent County Council Archives	Approx. 5-7 years) deposit at the KCC Archives.
General Policies and Procedures; those not subject to a separate mention within this document.	Until superseded plus 12 months.	Paper Electronic Parish office	Bin unless considered confidential waste
Title deeds, leases and agreements for parish council property and Charitable Trusts with parish council Trustees.	Indefinite	Paper* Electronic Parish office & external as a backup	N/A

Document	Minimum Retention Period	Stored (what medium) and the location where information retained	Disposal
		Whitehead Monckton (Solicitors) Charity Commission	
Information from other bodies e.g. circulars from county associations, NALC, principal authorities. Magazines and journals.	Retained for as long as it is useful and relevant	Paper Electronic Parish office	Bin
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Paper** Electronic Parish office	N/A
Negligence complaints	Current year + 6 years after last correspondence	Paper* Electronic Parish office	Confidential waste.
Defamation complaints	1 year after last correspondence	Paper** Electronic Parish office	Confidential waste.
General correspondence	Unless there is a clearly identified reason for needing to retain information, in which case personal data should be removed or redacted from the saved document, then paper correspondence (including any printed off e-mails) shall be destroyed 36 months after the last correspondence or closure of the issue. General e-mail correspondence (not including e-mails saved into electronic folders) shall be deleted after 6 months; it is anticipated that e-mails dealing with complicated issues will be saved to the	Paper** Electronic Parish office	Confidential waste.

Document	Minimum Retention Period	Stored (what medium) and the location where information retained	Disposal
	corresponding electronic folder and will then be treated paper correspondence.		
Contractors and service providers.	For as long as they are needed for reference or accountability purposes.	Paper** Electronic Parish office	Confidential waste.
Deeds and Land Registry documents for non-parish council land in the area.	For as long as they are needed for reference or accountability purposes.	Paper* Electronic Parish office	Confidential waste.
Sums recoverable by statute	Current year + 6 years	Paper** Electronic Parish office	Confidential waste.
Personal injury	3 years	Paper** Electronic Parish office	Confidential waste.
Job application and references for a vacancy	6 months	Paper** Electronic Parish office	Confidential waste.
Financial			
End of Year Annual Return	All supporting documentation Current year + 6 years. Actual Annual Return plus copy of Income and Expenditure and Balance Sheet. Archive.	Paper Electronic Parish office KCC Archives	Confidential waste Archive.
Budget	Current year + 6 years	Paper Electronic Parish office	Confidential waste

Document	Minimum Retention Period	Stored (what medium) and the location where information retained	Disposal
Precept request	Current year + 6 years	Electronic Parish office	Confidential waste
Scales of fees and charges	Current year + 6 years	Paper* Electronic Parish office	Bin
Income and Expenditure accounts	Current year + 6 years	Paper Electronic Parish office	Confidential waste
Receipt books of all kinds	Current year + 6 years	Paper Parish office	Confidential waste
Bank statements	Current year + 6 years	Paper Electronic Parish office	Confidential waste
Bank paying-in books	Current year + 6 years	Paper Electronic Parish office	Confidential waste
Cheque book stubs	Current year + 6 years	Paper Electronic Parish office	Confidential waste
Quotations and tenders	Current year + 6 years	Paper Electronic Parish office	Confidential waste
VAT records	Current year + 6 years	Paper Electronic Parish office	Confidential waste
Petty cash Imprest Account	Current year + 6 years	Paper Electronic Parish office	Confidential waste
Timesheets	Last completed audit year + 3 years	Paper** Electronic	Confidential waste

Document	Minimum Retention Period	Stored (what medium) and the location where information retained	Disposal
		Parish office	
Payroll	Current year + 6 years	Paper Electronic Parish office	Confidential waste
Investments	Current year + 6 years after closure of account	Paper Electronic Parish office	Confidential waste
Contracts	Current year + 6 years	Paper** Electronic Parish office	Confidential waste.
Leases	12 years	Paper Electronic Parish office	Confidential waste.
Historical information	For as long as the documents are needed for reference.	Paper Electronic Parish office	NA
Insurance and Risk Management			
Risk Assessments	Current year + 6 years	Paper** Electronic Parish office	Bin
Insurance company names and policy numbers. Certificates for insurance against liability for employees	40 years	Paper* Electronic Parish office	Bin
Park equipment inspection reports	21 years	Paper* Electronic Parish office	
Accident/incident reports	Minor wounds with no external treatment required 18 mths	Paper** Electronic	Confidential waste

Document	Minimum Retention Period	Stored (what medium) and the location where information retained	Disposal
	If external treatment is required 21 years.	Parish office	
Allotments			
Register and plans	Indefinite	Paper** Electronic Parish office	N/A
Legal papers	Indefinite	Paper** Electronic Parish office	N/A
Rent	Current year + 6	Electronic Parish office	
Burial Ground			
<ul style="list-style-type: none"> • Register of fees collected • Register of burials • Register/plan of grave spaces • Register of memorials • Applications for interment • Applications for right to erect memorials • Disposal certificates • Copy certificates of grant of exclusive right of burial 	Indefinite Unless consent is received to retain it the Personal Data of next of Kin/Executor to be removed.	Paper Electronic Parish office St Mary and All Saints Church, Boxley Village	N/A

Document	Minimum Retention Period	Stored (what medium) and the location where information retained	Disposal
Councillors			
Contact details (name, address, telephone number, e-mail).	Length of service, deleted within 6 mths of leaving.	Paper Electronic Parish office and at Councillors and staff's home/computer	Confidential waste.
Spouses/partner name as next of kin.	Length of service of councillor then deleted.	Paper Electronic Parish office	
CV (co-opted Cllrs and prospective Cllrs)	Shredded/deleted after appointment made	Paper Electronic Parish office	Confidential waste.
Bank details	Length of service and/or deleted after last payment.	Electronic Parish office	Confidential waste.
Tax and National Insurance	Current year + 3 years	Electronic Parish office	
Date of Birth, passport number, bank details etc. on applications for parish council investments or bank account applications	Shredded/deleted 6 mths after account opened.	Paper Electronic Parish office Relevant Bank or Building Society	Confidential waste.
Photograph	Deleted on leaving	Paper Electronic Parish office	Confidential waste.
Members Declaration of Acceptance of Office	Indefinite	Paper	When considered necessary they are to be

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		Parish office or Kent County Council Archives	archived and deposited at the KCC Archives.
Staff			
Contact details (name, address, telephone number, e-mail).	Contained in PAYE, tax etc documentation retained for current year + 6.	Paper Electronic Parish office	Confidential waste.
	General correspondence will be kept for 3 years after last day of service years after which reduced information, in order to confirm service, is retained for a further 2 years.	Paper Electronic Parish office	
Spouses/partner name as next of kin.	Length of service of member of staff then deleted.	Paper Electronic Parish office	
Bank details	Length of service and/or deleted after last payment.	Electronic Parish office	Confidential waste.
Salary, tax, National Insurance number	Contained in PAYE, tax etc documentation retained for current year + 6	Electronic Parish office	Confidential waste
Pension	Contained in PAYE, tax etc documentation retained for current year + 6	Electronic Parish office	Confidential waste.

Document	Minimum Retention Period	Stored (what medium) and the location where information retained	Disposal
Job application and references for member of staff Interview notes External requests from prospective employers	6 months. 3 months. Current year + 3 years	Paper Electronic Parish office	Confidential waste.
Contract	Retained whilst person is employed + 3 months (constructive dismissal claims must be made within 3 months less one day of dismissal)	Electronic Parish office	Confidential waste.
Appraisals	Retained whilst person is employed + 3 months (constructive dismissal claims must be made within 3 months less one day of dismissal)	Paper Electronic Parish office	Confidential waste.
Personnel information relating to annual leave, health	Retained whilst person is employed + 3 months (constructive dismissal claims must be made within 3 months less one day of dismissal)	Paper Electronic Parish office	Confidential waste.
Correspondence relating to staff	Retained whilst person is employed + 3 months (constructive dismissal claims must be made within 3 months less one day of dismissal)	Paper Electronic Parish office	Confidential waste

Document	Minimum Retention Period	Stored (what medium) and the location where information retained	Disposal
Planning			
Applications	Simple applications dispose of after decision from MBC approx. 6 months. Complicated, large scale or controversial applications at least 18 months after permission is given. Any documents kept for historical or research will have personal data removed/redacted.		Confidential waste and Bin
Appeals	1 year for background paperwork. Decision notice for as long as considered necessary.		Bin
Local Development Plans	Retained as long as in force		Bin
Local Plans	Retained as long as in force		Bin
OTHER			
Name, addresses, telephone number and e-mail addresses of Volunteer Groups/organisations supported by the council. Chairman, Treasurer, Secretary.	Deleted after person leaves/resigns		
Bank details of Chairman Walderslade Woodland Group	Deleted after last ever payment.		Confidential waste

Document	Minimum Retention Period	Stored (what medium) and the location where information retained	Disposal
BEECHEN HALL			
Casual hirers			
Original hire application (a invoice/payment form will be produced for each hire and it is this document that will be retained) Electronic (I&E accounting system records payments received and made) Paper invoice/payment form (recording name, hire number, payment due and payment schedule)	6 months after hire Current year + 6 years	Paper Electronic Parish office	Confidential waste
Application to hire not taken up	12 months (for BPC audit purposes)	Paper**	
Regular hirers			
Application to hire, contact details.	One year after last hire	Electronic Parish office	Confidential waste
Invoices	Current year + 6 years	Paper Electronic Parish office	Confidential waste
CCTV	Images Review requests	Maximum of 20 days after which it is recorded over. 3 years	Maintenance personnel do a test 'grab' of an image but this is not

Document	Minimum Retention Period	Stored (what medium) and the location where information retained	Disposal
			taken off site – destroyed. Confidential waste
External storage of personal data			
Name and contact details of council personnel	See above specifications on the various types of data		
All electronic information including files containing Personal Data (Northstar for back up purposes)	Liaising with Northstar about setting up a deletion programme	External, company is GDPR compliant	
Income and Expenditure Information Rialtas accounts support service.	Liaising with Rialtas about safeguards when company invited in to help solve a problem.	External, company is GDPR compliant	
Facebook	Investigating		
E-mails	Investigating		
Website (parish council and MBC). Only consented personal Data is displayed.	Removed when person leaves service of or employment with parish council	Electronic	

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).

The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1st 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. Clerk's note this was undertaken up until 2010 with the Chairman's report and any major report and will be started again.

Documents from legal matters, negligence and other torts

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.

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