CLIVE PARISH COUNCIL RECORDS MANAGEMENT POLICY
APPENDIX A: DOCUMENTS FOR DISPOSAL OR RETENTION SCHEDULE

Council management

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Minutes	Indefinitely	Archive	Clerk's office for 3 years, then deposited at Shropshire archives.	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage.
Agendas	12 years	Statute of Limitations (Limitations Act 1980 as amended)	Clerk's office	Bin (shred confidential waste)
Declarations of Acceptance of Office	Indefinitely	Management, Archive	Clerk's office	N/A
Register of Members Interest	6 years or as long as the Councillor remains in office (whichever is the greater)	Audit, Tax, VAT	Clerk's office	Shred confidential waste
Council Standing Orders, Policies & Procedures	Whilst the documents remain in force	Management	Clerk's office	Bin
Council Newsletters & Annual Reports	Indefinitely	Management, Archive (Legal Deposit Libraries Act 2003)	Clerk's office	N/A
Personnel Information (includes any documents that contain personal data of former clerks)	6 years after individual ceases to be an employee.	Limitation Act 1980 (as amended)	Clerk's office	Bin (shred confidential waste)
Contact details for councillors	As long as the Councillor remains in office	Management	Clerk's office	Bin (shred confidential waste)
Assets records	12 years	Management, Limitation Act 1980	Clerk's office	Bin (shred confidential waste)
S106 agreements	Indefinitely	Audit, Management	Clerk's office	N/A

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Freedom of information	10 years	Management	Clerk's office	Bin (shred confidential waste)

Council finances

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Cashbook accounts, sales and purchase ledgers	Indefinitely	Management, Archive	Clerk's office	N/A
Title Deeds, Leases, Agreements & Contracts	Indefinitely	Audit, Management	Clerk's office and Council solicitors	N/A
Investments	Indefinitely	Audit, Management	Clerk's office	N/A
Audited accounts (annual returns)	Indefinitely	Audit, Management	Clerk's office	N/A
Precept Requests	Indefinitely	Audit, Management	Clerk's office	N/A
Bank statements incl. deposit/savings accounts	Last completed audit year	Audit	Clerk's office	Confidential waste
Bank paying-in book	Last completed audit year	Audit	Clerk's office	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Clerk's office	Confidential waste
Budget	6 years	Audit, Management	Clerk's office	Bin
Grants	6 years	Audit, Management	Clerk's office	Bin
HMRC records	6 years	Audit, Management	Clerk's office	Bin
Internal audit report	Retain current, plus previous year	Audit, Management	Clerk's office	Bin
Quotations & Tenders	6 years	Limitation Act 1980 (as amended)	Clerk's office	Confidential waste
Wages Books	12 years	Superannuation	Clerk's office	Confidential waste
Receipt Books	6 years	VAT	Clerk's office	Confidential waste
Paid Invoices	6 years	VAT	Clerk's office	Confidential waste
VAT Records	6 years generally but 20 years for VAT on rents	VAT	Clerk's office	Confidential waste
Petty Cash Records	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Clerk's office	Confidential waste
Members Allowance Register	6 years	Tax, Audit, Management,	Clerk's office	Confidential waste

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
		Limitation Act 1980 (as amended)		
Scales of Fees & Charges	6 years	Management	Clerk's office	Bin
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Clerk's office	Bin
Certificates for insurance against liability for employees	Indefinitely	Future claims The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI.2753), Management	Clerk's office	Bin
Insurance Policies, Insurance Claims & Health & Safety Records	3 years after the policy lapses	Management	Clerk's office	Bin (shred confidential waste)
Insurance company names and policy numbers	Indefinitely	Management	Clerk's Office	N/A

Health and safety and Risk assessments

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Weekly and Annual Inspection Logs (where applicable)	12 years	Limitation Act 1980 (as amended)	Clerk's office	Bin (shred confidential waste)
Risk Assessments	12 years	Limitation Act 1980 (as amended)	Clerk's office	Bin (shred confidential waste)
Accident/incident reports (incl. RIDDOR)	Indefinitely	Potential claims; RIDDOR 2013, SI 2013/1471, reg 12	Clerk's office	Confidential waste
RIDDOR - Records of reportable injuries, diseases or dangerous occurrences reportable incidents	3 years from date of the entry	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013), SI	Clerk's office	Bin (shred confidential waste)

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
reportable diagnoses injury arising out of accident at work (including accident book)		2013/1471, reg 12		

Planning and conservation

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Planning Applications, rel. correspondence, decision notices	General apps: Until development completed, appeal period has expired, or 6 months (whichever is longer). Appeal decisions can be kept indefinitely if sets a precedent. Strategic/historical: As above, or 5 years (whichever is longer).	Management	Clerk's office	Bin (shred confidential waste)
Tree Pruning/Felling Applications	6 years	Management	Clerk's office	Bin (shred confidential waste)
Tree Preservation Orders	Indefinitely	Management	Clerk's office	Bin (shred confidential waste)
Planning Policy Guidance/Statements, Regional Plans, Structure Plans, Local Plans, Community Plans & similar documents	Whilst the documents remain in force (final adopted documents)	Management	Clerk's office	Bin (shred confidential waste)
Definitive Maps, Planning Maps, Public Rights of Way Maps, Conservation Area Maps & similar documents	Indefinitely	Management, Archive	Clerk's office	N/A
Road traffic order	Whilst the order remains in force or 1 year, whichever is greater	Management	Clerk's office	Bin

Publications

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Journals & Periodicals	As long as it is useful & relevant	Management	Clerk's office	Bin (shred confidential waste)
Catalogues	1 year	Management	Clerk's office	Bin

General correspondence

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
General Corresp. (non-historic)	Destroyed annually if no longer of use or value	Management	Clerk's office	Bin (shred confidential waste)
General Corresp. (historic importance)	Offered to the County Archivist if no longer of use or value	Archive	Shropshire archives	If archives decline, bin (shred confidential waste)
Re. audit matters and/or legal proceedings	Kept for the appropriate period specified in the schedule	Audit, Limitations Act 1980 (as amended)	Clerk's office	Bin (shred confidential waste)

Employment records

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Job applications (inc. contact details, application forms or letters, CVs, references, interview notes, assessment results)	**Unsuccessful:** 6 months after applicant notified of rejection, Application forms should give applicants the opportunity to object to their details being retained. **If successful:** 6 years after employment ceases	ICO Employment Practices Code para 1.7 Equality Act 2010, s 123 Limitation Act 1980 (LA 1980), s 5	Clerk's office	Confidential waste
Employment contracts, incl: personnel and training records, appraisals, promotions, 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	Clerk office	Confidential waste

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Annual / parental leave records	6 years after end of each tax year	LA 1980, ss 5, 8	Clerk office	Confidential waste
Sickness records and records of return to work after sickness/maternity leave etc.	6 years after end of each tax year	LA 1980, ss 5, 8	Clerk office	Confidential waste

Payroll and salary records

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Records for the purposes of tax returns incl. wage /salary records, overtime, bonuses and expenses	6 years	Taxes Management Act, 1970 s 12B and s 43 Finance Act 1998, Schedule 18, para 21	Clerk's office	Confidential waste
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	Clerk's office	Confidential waste
Income tax and NI returns, income tax records and corresp. with HMRC	3 years after end of the financial year to which they relate	Income Tax (Employments) Regulations 1993, SI 1993/744, reg 55 and 2003, SI 2003/2682, reg 97	Clerk office	Confidential waste
Details of benefits in kind, income tax records (P45, P60, P58, P48 etc), annual return of taxable pay and tax paid	4 years	Taxes Management Act 1970	Clerk office	Confidential waste
Statutory sick pay (SSP) records Statutory maternity, paternity and shared parental pay records,	3 years after end of the tax year to which they relate	The Statutory Sick Pay (General) Regulations 1982, SI 1982/894, reg 13(A) Statutory Maternity Pay (General) Regulations 1986,	Clerk office	Confidential waste

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
calculations, certificates or other evidence		SI 1986/1960, reg 26		
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	Clerk's office	Confidential waste