



St Georges & Priorslee Parish Council

Retention of Documents Policy

1. Policy Statement:

St Georges & Priorslee Parish Council recognise that the effective management of records is necessary to comply with legal and regulatory obligations. This document provides the policy framework through which effective information can be managed, retained and disposed of appropriately, ensuring compliance with statutory requirements and best practice.

2. Retention of Documents

The attached schedule indicates the appropriate minimum retention periods for various types of documents.

Documents should be retained for audit, staff management, tax liabilities, and potential legal proceedings.

3. Retention of Documents for Legal Purposes

Under the Limitation Act 1980 (as amended), legal claims may not be commenced after a specified period.

The following limitation periods apply:

Category	Limitation Period
Negligence (and other 'Torts')	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal Injury	3 years
To Recover Land	12 years
Rent	6 years
Breach of Trust	None

Where the limitation periods are longer than those specified in the retention schedule, the longer period should apply.

4. Data Protection and Freedom of Information

The Council is committed to complying with:

- Freedom of Information Act 2000 (FOIA)
- The Lord Chancellor's Code of Practice on the Management of Records (issued under section 46 FOIA)
- UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018

GDPR Key Principles (Article 5)

Personal data shall be:

- a) Processed lawfully, fairly and transparently
- b) Collected for specific, legitimate purposes
- c) Adequate, relevant and limited to what is necessary
- d) Accurate and, where necessary, kept up to date
- e) Kept only as long as necessary for its purpose
- f) Processed securely to prevent unauthorised or unlawful use

5. Retention Schedule

Document	Minimum Retention	Reason	Disposal
Staffing			
Document	Minimum Retention	Reason	Disposal
Payroll/Employee Records	Six years	Audit/Limitation Act 1980	Shredded / Deleted
Timesheets	Last audit year plus three years	Personal Injury	Shredded / Deleted
Recruitment Records	Six Months	Management	Shredded / Deleted
Pension	Twelve years	Superannuation	Shredded / Deleted
Disciplinary/Grievance	Six years post last action	Management	Shredded / Deleted
Meetings			
Document	Minimum Retention	Reason	Disposal
Minutes	Indefinite	Archive	n/a
Agendas	Until there is no longer an administrative requirement	Operational	Shredded / Deleted
Draft minutes / handwritten notes	Until minutes agreed.	Operational	Shredded / Deleted
Standing Orders & Policies	Until they are superseded	Operational	Shredded / Deleted
Members			
Document	Minimum Retention	Reason	Disposal
Members allowances register	Six years	Tax	Shredded / Deleted
Applications for Co-option	Term of office plus one year	Operational	Shredded / Deleted
Declarations of Acceptance of Office	Term of office plus one year	Operational	Shredded / Deleted
Members register of interest	Term of office plus one year	Operational	Shredded / Deleted
Gifts Received Register	Indefinite	Operational	n/a
Reports and other documents circulated with Agenda	Until there is no longer an administrative requirement	Operational	Shredded / Deleted
Insurance			
Document	Minimum Retention	Reason	Disposal
Insurance Company Names & Policy no's	Indefinite	Operational	n/a
Insurance Policies	While valid (also see above)	Operational	Shredded / Deleted

	Accident / Incident Reports	Twenty years	Potential Claims	Shredded / Deleted
	Insurance certificates against liability for employees	Forty years from the date the insurance commenced or was renewed	The Employers Liability (Compulsory Insurance) Regulations of 1998 Management	Shredded / Deleted
	Risk Assessment	Until superseded by a new risk assessment – can be kept for six years in case of claim	Operational / civil claim can be made three years after	Shredded / Deleted
	Finance			
	Document	Minimum Retention	Reason	Disposal
	Vat Records	Six years (vat on rents is twenty)	VAT & Audit	Shredded / Deleted
	Asset Register	Indefinite	Operational	n/a
	Bank Paying in Books	Six years	Audit	Shredded / Deleted
	Bank Statements	Six years	Audit	Shredded / Deleted
	Cheque book stubs	Six years	Audit	Shredded / Deleted
	Contracts & Procurement	Six years	Limited Act 1980	Shredded / Deleted
	Income & Expenditure Accounts	Six years	VAT & Audit	Shredded / Deleted
	Receipt books of all kinds	Six years	VAT & Audit	Shredded / Deleted
	Scales of fees & charges	Six years	VAT & Audit	Shredded / Deleted
	Investments	Indefinite	Audit	n/a
	Paid Invoices	Six years	VAT & Audit	Shredded / Deleted
	Grant Applications to and by the Parish Council	Six years	VAT & Audit	Shredded / Deleted
	Room hire diary	Six years	VAT & Audit	Shredded / Deleted
	Other			
	Document	Minimum Retention	Reason	Disposal
	ROSPA reports	Twenty- one years	In case of insurance claim	Shredded / Deleted
	Street furniture reports	Twenty- one years	In case of insurance claim	Shredded / Deleted
	Title deeds / leases / agreements	Indefinite	Audit	n/a
	Photographs	Until there is no longer an administrative requirement	Operational	Shredded / Deleted
	Personal Information for events/trips/gardening service	Three years	In case of insurance claim	Shredded / Deleted
	Safeguarding Records	Indefinite	Data Protection Act 2015	

Disposal of Documents

Documents no longer required for administrative, legal or historical purposes should be securely destroyed.

- Paper records containing personal data must be shredded
- Electronic files must be securely deleted and removed from the backup systems

6. Responsibilities

The Clerk is responsible for managing the Council's record-keeping system and ensuring that retention periods are observed.

Regular reviews should be carried out to identify documents for destruction.

7. Freedom Of Information

Under the Freedom of Information Act 2000, the Parish Council must maintain a retention schedule listing the length of time records are kept and make this available to the public upon request.

8. Policy Review

This policy will be reviewed every two years or sooner if legislation changes.

Last Review: October 25

Date of Policy: 17.03.2026

Due for review: March 2028

Policy version reference: G4