



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 PERIOD	REASON
Personnel		
Personnel records	3 years after employee leaves	Limitation Act 1980
Disciplinary/grievances	Review 6 years after last action	Management
Recruitment documents	6 months	Management
Wages record	6 years	Audit
Pension records	12 years	Superannuation
Timesheets	3 Years	Personal injury (best practice)
Members allowance	6 years + current	Tax Limitation Act 1980 register
Audit		
Scales of fees	6 years + current	Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books	6 years + current	VAT
Bank statements	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years + current	Limitation Act 1980
Paid invoices	6 years + current	VAT
Paid cheques	6 years + current	Limitation Act 1980
VAT records	6 years +	VAT

	20 yrs for VAT on rents	
Petty cash	6 years + current year	Tax, VAT, Limitation Act 1980
Investments	Indefinite	Audit, Management

Contracts and Procurement

Unsuccessful tenders	2 years	Audit
Successful tenders	6 years + current year	Audit

Administration

Minute books	Indefinite	Archive
Insurance policies	While valid	Management
Certificates for Insurance against Liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability Compulsory Insurance Regulations 1998 (SI. 2753), Management
Litigation	6 years after folder closure	Limitation Act 1980
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management

For Halls, Centre, Recreation Grounds

application to hire lettings diaries copies of bills to hires record of tickets issued	6 years + current year	VAT
---	------------------------	-----

For Allotments

register and plans	Indefinite	Audit, Management
Plot holder tenancy records	6 years + current year	Audit.

	Document	Minimum Retention	Reason	Disposal
	Staffing			
	Document	Minimum Retention	Reason	Disposal
	Payrolls	Twelve years		
	Timesheets	Last audit year plus three years		Shredded / Deleted
	Interview Records			Shredded / Deleted

	Employee Records	Employment period plus six years	Operational	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	Four 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 five 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

	Quotations & Tenders	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 / contacts	Indefinite	Audit	n/a
	Photographs	Until there is no longer an administrative requirement	Operational	Shredded / Deleted
	Personal Information for events/Trips	Three years	In case of insurance claim	Shredded / Deleted

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.

Date of Policy: October 25

Approving Committee and Date: Full Council October 21st 2025

Due for review: October 27

Policy version reference: