

## Barnton Parish Council – Retention of documents policy



Office address;- THE BUNGALOW, ROSEBANK SCHOOL, TOWNFIELD LANE, BARNTON, CW8 4QP

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Minutes	Indefinite	Archive	Website & office	Original signed copies to be kept indefinitely in safe storage
Agendas	5 years	Management	Website and office	Bin (shredded if confidential)
Accident/Incident reports	20 years	Potential claims	N/A	Confidential waste Keep a list of disposed documents to meet GDPR requirements
Scales of fees and charges	6 years	Management	Website and office	Bin
Receipt and payment accounts	indefinite	Archive	Website and safe storage facility	
Receipt books	6 years	VAT	Office	Bin
Bank Statements	Last completed audit year	Audit	Website and office	Confidential waste
Bank paying in books / cheque book stubs	Last completed audit year	Audit	Website and office	Confidential waste
Quotes and tenders	6 years	Limitation Act 1980	Office	Confidential waste Keep a list of disposed documents to meet GDPR requirements
Paid invoices	6 years	VAT	Office	Confidential waste
Paid cheques	6 years	Limitation Act 1980	Office	Confidential waste
VAT records	6 years or 20 years for VAT on rents	VAT	Office	Confidential waste
Petty cash	6 years	Tax, VAT & Limitation Act 1980	Office	Confidential waste
Wages/payroll	12 years	HMRC/pensions	Office	Confidential waste
Insurance policies	Whilst valid	Management	Office	Bin
Insurance co. names and policy numbers	Indefinite	Management	Office	
Insurance Certificates against liability for employees	40 years from date on which insurance commenced/renewed	Employers Liability Regulations 1998 (SI2753) Management	Office	Bin
Park inspection reports	21 years		Office	
Title deeds, leases, agreements, contracts	Indefinite	Audit/Management	Office	
Members allowance register	6 years	VAT, limitation Act 1980	Office	Confidential waste Keep a list of disposed documents to meet GDPR requirements
Information from other bodies	Retained for as long as useful or relevant	Information	Office	Bin
Local/Historic information	Indefinite	For the benefit of the parish	Office	
<b>RECORD KEEPING</b>				
A list of files will be kept in locked cabinets and/or saved electronically	As long as needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal rights and interests	Management	Office	Confidential waste Keep a list of disposed documents to meet GDPR requirements
General correspondence	As long as needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal rights and interests	Management	Office	Confidential waste Keep a list of disposed documents to meet GDPR requirements