

Appendix A: Document Retention and Disposal Schedule

Document	Minimum Retention Period	Reason	Disposal Method
Council Minutes (signed originals)	Indefinite	Archive	Retain original signed copies indefinitely in secure storage. Archive with the History Society every 5 years.
Agendas	5 years	Management	Bin (confidential waste if necessary)
Accident/Incident Reports	20 years	Potential claims	Confidential waste. Maintain a list of disposed documents in compliance with GDPR.
Scales of Fees and Charges	6 years	Management	Bin
Receipt & Payment Accounts	Indefinite	Archive	N/A
Receipt Books (all types)	6 years	VAT	Bin
Bank Statements	Last completed audit year	Audit	Confidential waste
Bank Paying-In Books	Last completed audit year	Audit	Confidential waste
Cheque Book Stubs	Last completed audit year	Audit	Confidential waste
Quotations & Tenders	6 years	Limitation Act 1980	Confidential waste. GDPR disposal list maintained.
Paid Invoices	6 years	VAT	Confidential waste
Paid Cheques	6 years	Limitation Act 1980	Confidential waste
VAT Records	6 years (20 years for rent-related VAT)	VAT	Confidential waste
Petty Cash/Postage/Phone Books	6 years	Tax, VAT, Limitation Act	Confidential waste
Timesheets	3 years	Audit, personal injury (best practice)	Bin
Wages Books/Payroll	12 years	Superannuation	Confidential waste

Records			
Insurance Policies	While valid	Management	Bin
Insurance Company Names & Policy Numbers	Indefinite	Management	N/A
Employer Liability Insurance Certificates	40 years	Legal requirement	Bin
Park Equipment Inspection Reports	21 years	Risk management	Confidential waste
Investments	Indefinite	Audit, Management	N/A
Title Deeds/Leases/Contracts	Indefinite	Audit, Management	N/A
Members' Allowances Register	6 years	Tax, Limitation Act	Confidential waste. GDPR disposal list maintained.
External Information (e.g. NALC, County Circulars)	Retain as long as relevant	Reference	Bin
Local/Historical Information	Indefinite	Archive	N/A
Magazines/Journals	As long as relevant (except council publications—see note)	Management	Bin. Council publications must be submitted to the British Library per Legal Deposit Libraries Act 2003.

Record-Keeping Procedures

- A file index will be maintained for physical records stored in cabinets.
- Electronic files will use descriptive filenames and be regularly backed up both on a portable hard drive and on the Council's cloud system.
- Confidential documents must be securely shredded when no longer required.
- A disposal list will be maintained in compliance with GDPR.

Document	Minimum Retention Period	Reason	Disposal Method
General Correspondence	Retain as long as necessary	Reference, Management	Bin (confidential waste)
Staff Correspondence/Records	3 years (after employment ends)	References, legal claims, tax	Confidential waste. GDPR disposal list maintained.

Legal Matters, Negligence & Torts

Type	Retention Period	Disposal Method
Negligence	6 years	Confidential waste
Defamation	1 year	Confidential waste
Contract	6 years	Confidential waste
Leases	Indefinite	Confidential waste
Sums Recoverable by Statute	6 years	Confidential waste
Personal Injury	3 years	Confidential waste
To Recover Land	12 years	Confidential waste
Rent	6 years	Confidential waste
Breach of Trust	None	Confidential waste
Trust Deeds	Indefinite	N/A

Allotments

Document	Retention Period	Reason
Register and Plans	Indefinite	Audit, Management
Minutes	Indefinite	Audit, Management
Legal Papers	Indefinite	Audit, Management

Burial Grounds

All the following records must be kept **indefinitely**:

- Register of Fees Collected
- Register of Burials
- Register of Purchased Graves
- 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

Reason: Archive and compliance with Local Authorities Cemeteries Order 1977.

Planning Documents

Document	Retention Period	Disposal Method
Applications	1 year	Bin
Appeals	1 year (unless significant)	Bin
Tree Applications	1 year	Bin
Local Development Plans	While in force	Bin
Local Plans	While in force	Bin
Town/Neighbourhood Plans (Adopted)	Indefinite	N/A