

## Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Disposal
<b>Corporate / Governance</b>			
Minutes	Indefinite. Archive after administrative use (eg after 2 years)	Archive/Public Inspection	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage.
Agendas and reports	5 years	Management	Review with a view to bin/recycle (shred confidential waste). Retain significant reports for archive (eg property transfer, major projects)
Policies, procedures, business plans.	Until updated or reviewed.	Management	Review (eg will a previous policy still need to be referred to), with a view to bin/recycle.
Neighbourhood Plans (adopted plan)	Indefinite	Archive	Archive
Neighbourhood Plan working documents	Until 1 year after the adoption of the Neighbourhood Plan the documents refer to	Management	Management
Asset register	6 years	Audit/Management	Confidential waste
Risk Assessments	6 years	Management	Review with a view to bin/recycle
Complaints Record	4 years	Common Practice	Confidential waste
Accident/incident reports	20 years	Potential claims	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
<b>Finance</b>			
Annual Governance and Accountability Return	Indefinitely	Archive/audit	After 5 years seek to archive with Kresen Kernow
Bank statements including deposit/savings accounts	6 years	Audit	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Confidential waste

Document	Minimum Retention Period	Reason	Disposal
Budget	6 years	Audit	Bin/recycle
Cheque book stubs	Last completed audit year	Audit	Confidential waste
Funding Documents	6 years after funded project complete or longer if required by funder.	Common Practice	Confidential waste
Internal Audit reports	3 years	Management	Review/confidential waste
Insurance policies	2 years	Management	Confidential waste
Insurance company names and policy numbers	Indefinite	Management	N/A
Insurance claims	7 years	Common practice	Confidential waste
Certificate of Employers' Liability Insurance	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Confidential waste
Investments	6 years after investment closed.	Audit, Management	Confidential waste
Loans	7 years after repayment	Common practice	Confidential waste
Paid invoices	6 years except where for capital goods with guarantees in excess of 6 years.	VAT/Proof of purchase	Confidential waste
Precept forms	Indefinitely	Archive	Archive
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Confidential waste
Receipt and payment accounts ledgers and statements	6 years	Audit/Management/VAT	Confidential waste
Records of all accounting transactions	6 years	Audit/Management/VAT	Confidential waste
Final published annual accounts	Indefinite	Archive	Archive
Salary, wage and tax documents	12 years	HMRC	Confidential waste
Scales of fees and charges	6 years	Audit/Management	Bin

Document	Minimum Retention Period	Reason	Disposal
Statutory accounts and audits	Indefinite. Archive when superseded.	Archive/Public Inspection	N/A
Timesheets	3 years after last completed audit year.	Audit (requirement) Personal injury (best practice)	Bin
VAT records	6 years generally but 20 years for VAT on rents	VAT	Confidential waste
Wages books/payroll	12 years	Superannuation	Confidential waste
<b>Personnel/Employment</b>			
Recruitment documents including job announcements, person specifications, job description	1 year	Management	Bin
Documents on persons not hired including CVs, application letters, interview notes	1 year	Common practice	Confidential waste
Accident or injury at work papers	6 years after closure of incident	Management	Confidential waste
Personnel Administration	6 years after person leaves Council	Statutory.	Confidential waste. Prior to destruction of files, a summary of service record should be created.
References	5 years after leaving Council	Insurance	Confidential waste
Statutory end of year returns to Inland Revenue and Pensions records	Indefinitely	Management	Archive
Income Tax and National Insurance Records	6 years after the end of the financial year to which they relate	Archive/Management	Confidential waste
Annual appraisal record	Current year and previous 2 years	Management	Confidential waste

Document	Minimum Retention Period	Reason	Disposal
<b>Legal</b>			
Legal/Litigation	Minimum 7 years after matter is resolved. Key documents may be archived.	Limitation Act 1980	Confidential waste where destroyed. Review and archive documents for historic/public inspection.
Legal agreements and contracts	7 years after end of agreement or contract	Management	Review then dispose as confidential waste.
Deeds of land and property	Indefinite	Archive/Management	Store in a safe and secure place
Land and property rental agreements	6 years after expiry of the agreement	Management/Audit	Confidential waste
<b>Burials</b>			
<ul style="list-style-type: none"> <li>• Register of fees collected</li> <li>• Register of burials</li> <li>• Register of purchased graves</li> <li>• Register/plan of grave spaces</li> <li>• Register of memorials</li> <li>• Applications for interment</li> <li>• Applications for right to erect memorials</li> <li>• Disposal certificates</li> <li>• Copy certificates of grant of exclusive right of burial</li> </ul>	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204)	Archive
<b>Allotments</b>			
Plans	Indefinite	Archive	Archive
Agreements, Tenancy Details	Length of tenancy plus 2 years	Management	Confidential waste
Allotment application forms	Length of tenancy plus 1 year	Management	Confidential waste
<b>General</b>			

Document	Minimum Retention Period	Reason	Disposal
Email, fax, scanned and other electronic documents	Normally 1 year after closure of case except if recurrence or future reference is anticipated.	Management	
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant	Management. Note that the majority of this information is readily available online and so need not be stored.	Bin
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Archive	Seek to archive with Kresen Kernow
General correspondence	Retain until matter dealt with, maximum period 6 months. If necessary to keep for longer, consider redacting personal information.	Management	Bin (shred confidential waste)
Requests under the Freedom of Information Act 2000	Until matter dealt with, plus 3 years.	Management	If necessary to keep for a longer amount of time, consider redacting personal information.
<b>Personal data</b>			
Councillor contact details (agreed details published on website)	Term of office plus 3 months, if outstanding matters necessitate	To carry out duties	Confidential waste
Cllr Register of Interests	For as long as Cllr is a Member	Audit/Management	Bin
Employee contact details	For up to 12 months after employee leaves employment	Payroll administration	Confidential waste

Accepted by Council 14 July 2021