

Wheatley Parish Council Retention & Disposal Policy

Approved 02.10.17 Reviewed 01.02.2021

Introduction:

This policy sets out how Wheatley Parish Council will retain and dispose of its documents and information in both electronic and in paper form.

The policy includes guidance from:

- NALC – Legal Topic Note LTN 40,
- The contents of Chapter 11 of ‘Arnold Baker on Local Council Administration’
- Oxfordshire County Council
- Information Commissioner
- General Data Protection Legislation
- Numerous pieces of legislation that governs both businesses and local government.

The policy has been written to aid the Parish Clerk, Assistant Clerk, and Parish Councillors in meeting their legal obligations, whilst delivering an efficient and effective service to the parishioners of Wheatley.

Further documents relating to General Data Protection Regulations are available.

Disposal at the end of the retention period:

Electronic – deletion from computer, server and back up

Paper copies - must be shredded or removed by approved confidential waste carriers

Review:

This policy will be reviewed annually or at such times when legislation or circumstances change.

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Records covering	Retention Period	Notes	Where Located (<i>unless otherwise stated location is the Parish Office</i>)	Action
Agendas	CY + 6 years	Local Government Act 1972	Electronic files/Filing cabinet	Archive after appropriate period of time
Meeting minutes	Master copy to be retained indefinitely	Local Government Act 1972 Local Government (Access to Information) Act 1985	Filing Cabinet / archive	Archive after appropriate period of time. Not to be destroyed.
Sub Committee meeting minutes	Permanent	Local Government Act 1972	Electronic files/Filing cabinet	Archive after appropriate period of time
Advisory Committee meeting reports and minutes	CY + x years	Local Government Act 1972	Electronic files/Filing cabinet	Archive after appropriate period of time
Councillor acceptance forms	Permanent	Local Government Act 1972	Electronic files/Filing cabinet	Archive after appropriate period of time
Councillor register of interest forms	Permanent	Local Government Act 1972	Electronic files/Filing cabinet	Complete for new Cllrs, review annually for current Cllrs
Councillor Elections		Local Government Act 1972	Filing Cabinet	Liaise with SODC L&D
Standing orders, Financial Regs, Code of Conduct,	Keep until superseded. Master copy archived	Local Government Act 1972	Electronic files/Filing cabinet	Previous audits suggested an annual review, which is minuted
Policies & Procedures	Keep until superseded. Master copy archived	Including Health and Safety at Work Act 1974, Employment Legislation, Data Protection	Electronic files/Filing cabinet	To be reviewed for relevance.
Publications (Newsletters, journals, topic notes)	As long as useful and relevant		Electronically and printed copies in Filing Cabinet	To be reviewed for relevance.

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Deeds	Retain until the land is disposed of.		Electronic files/ Filing cabinets	
Trust Deeds	To be retained indefinitely		Filing cabinet	
Leases	Retain for up to 6 years after cessation of lease		Electronic files/Filing cabinet	
Register of Electors	Until superseded	Provided by SODC Data Protection Act 1998	File	
Planning				
Planning Applications – granted/under appeal	Retained until development has been completed. Retain appeal decision	Town and Country Planning Act 1990	Electronic files/Filing cabinet	It may be advisable to retain the appeal decision indefinitely where it may have set a precedent
Planning Applications – refused/under appeal	Retain until the period of appeal has expired Retain appeal decision	Town and Country Planning Act 1990	Electronic files/Filing cabinet	It may be advisable to retain the appeal decision indefinitely where it may have set a precedent
Local Plans/Neighbourhood Plans	Retained as long as they are in force	The Localism Act 2011	Electronic files/Filing cabinet	
Finance/Personnel				
Annual Return	CY + 6 years	Accounts & Audit Regulations 2015	Electronic files/Filing cabinet	Are open to public inspection
Audit reports	CY + 3 years	Accounts & Audit Regulations 2015	Electronic files/Filing cabinet	
Bank reconciliations and statements	Last completed audit year	Accounts & Audit Regulations 2015 / VAT 1994	Filing cabinet / archive	
Loans	Life of loan + 6 years	Accounts & Audit Regulations 2015	Electronic files/Filing cabinet	
Cheque books	CY + 1 (Last completed audit year)	Accounts & Audit Regulations 2015	Desk/Filing cabinet	
Invoices	VAT 1994	VAT 1994	Filing cabinet	

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Purchase Orders	CY + 6 years	Accounts & Audit Regulations 2015	SAGE software/Filing cabinet	
Receipts	CY+ 6 years	Limitation Act 1980/ VAT 1994	Filing Cabinet / Archive	
Paying in Books	CY + 1 (Last completed audit year)	Accounts & Audit Regulations 2015	Filing Cabinet	
VAT records (unless on rents)	CY + 6 years (20 yrs)	VAT 1994	Filing cabinet	
Annual Budget	CY + 6 years	Accounts & Audit Regulations 2015	Electronic files/Filing cabinet	
Parish Precepts	CY + 6 years	Accounts & Audit Regulations 2015	Electronic files/Filing cabinet	
Grants applications, awarded, claimed	CY + 6 years	Accounts & Audit Regulations 2015/VAT 1994	Electronic files/Filing cabinet	
External Contracts	6 years from completion of the contract	Limitation Act 1980	Electronic files/Filing cabinet	
Unsuccessful tenders and documentation	4 years from the award of the contract		Electronic files/Filing cabinet	
Payroll	CY + 11 years	Superannuation	Electronic files/Filing cabinet	
Payslips	CY + 6 years	Employment Rights Act 1996	Electronic files/Filing cabinet	
Pension payments	CY + 6 years	Pensions Act 2008	Electronic files/Filing cabinet	
Tax Forms	CY + 6 years	VAT 1994	HMRC/Filing cabinet	
Leave (TOIL, Annual, Special)	CY + 1 year	Employment Rights Act 1996	Electronic files/Filing cabinet	
Sick Leave	CY + 3 years	Employment Rights Act 1996	Electronic files/Filing cabinet	
Sickness records	CY + 3 years	Employment Rights Act 1996	Electronic files/Filing cabinet	
Timesheets	2 years after date they were made	Audit and Personal injury	Filing cabinet	

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Staff records	Current employees on file Previous employees= period of time to complete tax reports/references etc. and in case of employee tribunal	In line with Data Protection Act 1998 and subsequent GDPR	Electronic files/Filing cabinet	
Training records/CPD	Add to personnel file for current employees. Update superseded training as appropriate	In line with Data Protection Act 1998 and subsequent GDPR	Electronic files/Filing cabinet	
Recruitment interviews	Interview date + 6 months	Good Business Practice	Electronic files/Filing cabinet	
Risk Assessments	CY + 6 years	Health and Safety at work Act 1974	CD + back up electronic files	
Policy documents	Life of policy + 1 year	Good business practice	Electronic files/Filing cabinet	Employers Liability Insurance should be kept for 40 years
Insurance claims	Settlement of claim + 6 years	Good business practice	Electronic files/Filing cabinet	
Claims files	7 years after settlement or 6 years after 18 th birthday whichever is latest	Good business practice	Electronic files/Filing cabinet	
Incident reports	CY + 6 years	Good business practice to support insurance claims	Electronic files/Filing cabinet	
Other documentation				
Defibrillator checks	CY + 1 year	Good business practice	Folder above filing cabinet – Parish Office	
Complaints (minor) (major) (cllrs)	CY + 3 years CY + 6 years CY + 6 years	Limitation Act 1980 and Good business practice	Electronic files/Filing cabinet	
Correspondence & replies	CY + 3 unless related to specific topic/project.	Good business practice	Electronic files/Filing cabinet	

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Legal correspondence (minor) (major)	CY + 3 years CY + 6 years	Good business practice	Electronic files/Filing cabinet	
Surgery Log sheets	CY + 1	Good business practice	Electronic files/Filing cabinet	
Information/reference material	Whilst relevant,	Good business practice	Electronic files/Filing cabinet	Regularly review
Project documentation (plans, files, monitoring,)	Whilst relevant + 6 years.	Good business practice VAT 1994	Electronic files/Filing cabinet	Consider archiving
Emergency Plan	Review every 3 years		Electronic files/Filing cabinet	Remove when superceeded
Asset register	To be kept up to date. Retain for 6 years after disposal	Audit	Electronic files/Filing cabinet	Update and review as equipment is purchased or disposed of.
Maintenance records	Unless specified CY + 6 years	Good business practice Health and Safety at Work Act 1994	Electronic files/Filing cabinet	Include PAT certificates
Inspection reports	CY + 6 years	Insurance	Electronic files/Filing cabinet	
Tree surveys	Life of tree, review every 3-5 years	Insurance	Electronic files/Filing cabinet	
Hospitality Register	CY + 6 years	Transparency Act	Electronic files/Filing cabinet	
Back up of files	For as long as required.	Good business practice	Electronic files/Filing cabinet	
Software agreements and licences	CY + 6 years	Good business practice	Electronic files/Filing cabinet	
Data Protection /FOI Correspondence	CY + 2 years	In line with Data Protection Act 1998 and subsequent GDPR Freedom of Information Act	Electronic files/Filing cabinet	Includes renewing ICO certificate of registration