

Great Tey Parish Council

Retention of Documents and Records

This policy outlines the minimum retention periods required for council documents before disposal, in accordance with Local Government Association (LGA) guidance, the Local Government Act 1972, and other relevant legislation.

RECORDS	MINIMUM RETENTION PERIOD	REASON
Approved Minutes	Indefinite	Archive
Agendas	Indefinite	Archive
Declarations of Office	Term of Office + 1 year	Management
Register of Interests	Term of Office + 1 year	Management
Nomination Forms	Term of Office + 1 year	Management
Policy Documents	Indefinite	Management
Receipt & Payment Accounts	Indefinite	Archive
Paid Invoices	6 years	VAT
Paid Cheques	6 years	VAT
VAT Records	6 years	VAT
Grant Applications	Last Completed Audit Year	Audit
Bank Statements	Last Completed Audit Year	Audit
Paying In Books	Last Completed Audit Year	Audit
Cheque Stubs	Last Completed Audit Year	Audit
Scales of Fees & Charges	6 years	Management
Petty Cash, Postage & Phone Records	6 years	Tax, VAT, Limitations Act 1980
Timesheets	Last Completed Audit Year	Audit
Wages Records	12 years	Superannuation
Insurance Policies	2 years	Management
Insurance Company Names and Policy Numbers	40 years	Limitation Period
Personal Data of Staff	6 years after employment terminates	Recommended Practice

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Recruitment Records	1 year for all unsuccessful applicants	Recommended Practice
Accident Books	3 years – adults; Up to age 21 – children	RIDDOR
Statutory Maternity, Paternity & Adoption Records	3 years after the end of the tax year in which the pay period ends	Maternity & Paternity Leave Regs 1999
Formal Complaints	6 years	Management
Quotations & Tenders	6 years	Limitations Act 1980
Title Deeds, Leases	Indefinite	Audit
Leases & Contracts	Indefinite	Management/Audit
Press Releases/Publications	Indefinite	Management
Play Area Inspection Records	Indefinite	Management

Notes:

1. Data Protection Compliance: All personal data retention must comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Records containing personal data should only be retained for as long as necessary for the purpose for which they were collected.
2. Disposal: When the retention period has expired, documents and records should be disposed of securely, particularly those containing personal data or sensitive information, in line with data protection legislation.
3. Review: This policy will be reviewed annually or sooner if legislation changes.
4. Legislation References:
 - o Local Government Act 1972
 - o Freedom of Information Act 2000
 - o Local Government (Miscellaneous Provisions) Act 1982
 - o Data Protection Act 2018
 - o UK General Data Protection Regulation (UK GDPR)
 - o RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)