



Lydney Town Council (Bathurst Park Trust & Lydney Recreation Ground Trust)

Appendix A: List of Documents for Retention or Disposal

Information Source	Time Held	Why is this info. retained	Disposed of/kept
Minutes	Indefinite	Legal requirement – Information Archived	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals the Minute Books are bound and deposited (Archived) at Gloucestershire City Archives.
Agendas	Indefinite	Management	Bound with Minutes
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.
Scales of fees and charges	6 years, plus current	Management	Confidential waste
Receipt and payment accounts	6 years, plus current	Audit	Confidential waste
Receipt books of all kinds	6 years, plus current	VAT	Confidential waste
Bank statements including deposit/savings accounts	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 and tenders	6 years, plus current	Limitation Act 1980 (as amended)	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years, plus current	VAT	Confidential waste
Paid cheques	6 years, plus current	Limitation Act 1980 (as amended)	Confidential waste
VAT records	6 years plus current generally but 20 years for VAT on rents	VAT	Confidential waste

Information Source	Time Held	Why is this info. retained	Disposed of/kept
Petty cash, postage and telephone books	6 years, plus current	Tax, VAT, Limitation Act 1980 (as amended)	Confidential waste
Employee Timesheets	Current sheets plus last audited year	Audit (requirement) Personal injury (best practice)	Confidential waste
Wages books/payroll	12 years	Superannuation	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Shred
Insurance company names and policy numbers	Indefinite	Management	N/A
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Shred
Town Park equipment inspection reports	21 years		Shred
Investments	Indefinite	Audit, Management	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Bin

Information Source	Time Held	Why is this info. retained	Disposed of/kept
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).	N/A
Magazines and journals	<p>Council may wish to keep its own publications</p> <p>For others retain for as long as they are useful and relevant.</p>	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.	Bin if applicable

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<p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> Files kept in strict, alphabetic order in lockable filing cabinets. Electronic files will be saved using relevant file names 	<p>The electronic files will be backed up, off-site each evening by the Council's IT company.</p>	<p>Management</p>	<p>Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>
<p>General correspondence</p>	<p>Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.</p>	<p>Management</p>	<p>Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>
<p>Correspondence relating to staff</p>	<p>If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months Recommend this period be for 40 years (Re. possible ill Health Claims)</p>	<p>After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.</p>	<p>Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>

Information Source	Time Held	Why is this info. retained	Disposed of/kept
Negligence	6 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	3 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years		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	Archive <i>(In office safe under lock and key)</i>	N/A
For Trust Park/ Recreation Grounds			
<ul style="list-style-type: none"> • Application to hire • Invoices 	6 years	VAT	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Information Source	Time Held	Why is this info. retained	Disposed of/kept
Lettings diaries	Electronic files linked to accounts	VAT	N/A
Terms and Conditions	6 years	Management	Bin
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management	Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Register and plans	Indefinite	Audit, Management	N/A
Minutes	Indefinite	Audit, Management	N/A
Legal papers	Indefinite	Audit, Management	N/A
<ul style="list-style-type: none"> • 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 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204)	N/A
Applications	6 months	Management	Shred
Appeals	1 year unless significant development	Management	Shred
Trees	1 year	Management	Bin
Local Development Plans	Retained as long as in force	Reference	Bin
Local Plans	Retained as long as in force	Reference	Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	N/A

Information Source	Time Held	Why is this info. retained	Disposed of/kept
Daily notes	Daily	Data protection	Confidential waste
Observation sheets	3 years	Data protection	Confidential waste
Crime Stats	3 years	Data protection	Confidential waste
Signing in sheets	3 years	Management	Confidential waste
Review requests (Police access only)	3 years	Data protection	Confidential waste
Discs – master and working	Taken by police/not held	Data protection	Confidential waste
Internal Operations Procedure Manual	Destroy on renewal Review annually	Management	Confidential waste
Code of Practice	Destroy on renewal Review annually	Management	Confidential waste
Photographs/digital prints	Up to max. of 31 days	Information taken by police/not held or retained by Council	Confidential waste

Adopted by Lydney Town Council - May 2019