



# NEWTON SOLNEY PARISH COUNCIL

## Document retention timescales

There follows a list of documentation that will be kept for the MINIMUM amount of time specified.

This applies to paper copies only.

In addition electronic files may be kept on a passworded device and Cloud storage. There may be extended time limits on this data for ongoing management reasons.

E-mails will normally be kept for a minimum of 12 months, maximum of 2 years unless their content relates to classifications of data listed below when every effort will be made (but not guaranteed) to retain them until the classifications' time retention time period has elapsed.



# NEWTON SOLNEY PARISH COUNCIL

<b>PAPER DOCUMENTS</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Disposal</b>
Signed Minutes	Indefinite	Archive, Public inspection	N/A
Agendas	6 months	Management	Recycled waste
General emails and correspondence	Retained for as long as document is needed and to a maximum of 2 years	Management	Confidential waste
Information from other bodies (eg NALC)	Retained for as long as document is useful	Management	Recycled waste
Local / historical information	Indefinite	To be securely kept for the benefit of the Parish	N/A
Magazines and journals	Retained for as long as document is useful	The Legal Deposit Libraries Act 2003	Recycled waste
<b>Insurance</b>			
Accident/incident reports	20 years	Potential claims	Confidential waste
Insurance policies	While valid	Management	Confidential waste
Insurance claims	7 years after all obligations are concluded or child reaches age of 25	Limitation Act 1980 (as amended)	Confidential waste
Insurance certificates	40 years	The Employers Liability (Compulsory Insurance) Regulations 1998 (SI2753)	Recycled waste
Health & Safety inspection records	6 years	Management	Recycled waste
Audited AGAR Accounts	6 years	Audit	N/A
Income and Expenditure	6 years	Archive/VAT	Recycled waste
All bank statements	Last completed audit year	Audit	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Confidential waste



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Quotations and tenders (successful)	6 years	Limitation Act 1980 (as amended)	Confidential waste
Paid invoices	6 years	VAT	Confidential waste
VAT records	6 years	VAT	Confidential waste
Timesheets	Last completed audit year	Audit	Recycled waste
Wages / payroll	6 years from end of employment	Audit	Confidential waste
Scale of fees & charges	3 years	Management	Recycled waste
Budgets	6 years	Management	Recycled waste
Asset register	6 years	Audit	Recycled waste
Staff files	6 years from end of employment	Audit	Confidential waste
Job applications (unsuccessful)	6 months from time of appointment	Management	Confidential waste
Strategic Plans	Until superseded	Common Practice	Recycled waste
Policies & Operational Procedures	Until superseded	Common Practice	Recycled waste
Declarations of office	Term of office	Management	Confidential waste
Complaints	2 years from resolution	Management	Confidential waste
Investments	16 years	Audit, Management	Confidential waste
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A
Legal/Litigation Files	6 years	Common practice	Confidential waste

All confidential waste will be disposed of securely