



GDPR-Appendix: List of Documents for Retention or Disposal
Dated 18th September 2018 & Reviewed by LPC 19 February 2024 (No Amendments)

Area	Document	Recommended Minimum Retention Period	Reason	Location Retained (Clerks Office may also include storage in Pavilion Attic)	Disposal
	ADMIN /COUNCIL				
Admin/ Council	Minutes (all agenda items are listed)	Indefinite	Archive	Paper signed copies-Clerks Office Electronic copies Microshade hosting site	Original signed paper copies of Council minutes, including all committees, of meetings must be kept indefinitely , in safe storage.
Admin/ Council	Agendas	5 years	Management	Paper copies Clerks Office Electronic copies Microshade hosting site	Confidential waste-shred
Admin/ Council	Accident/incident reports	20 years	Potential claims	Paper copies Clerks Office Electronic copies Microshade hosting site	Confidential waste-shred. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations .
Admin/ Council	Insurance policies	While valid (but see next two items below)	Management	Electronic files- Microshade hosting site	Erase computer records
Admin/ Council	Insurance company names and policy numbers	Indefinite	Management	Electronic files- Microshade hosting site	Kept Indefinitely
Admin/ Council	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	Clerks Office (stored in Pavilion attic)-copies on electronic file	Confidential waste- shred/ Erase computer records
Admin/ Council	Insurance Claims	6 years	To record anything for Insurance purposes	Paper Copies Clerks Office. Electronic files- Microshade hosting site	Confidential waste- shred/ Erase computer records

Area	Document	Recommended Minimum Retention Period	Reason	Location Retained (Clerks Office may also include storage in Pavilion Attic)	Disposal
Admin/ Council	Title deeds, leases, agreements.	Indefinite	Archive- Audit,Asset Management	Paper Copies Clerks Office. Electronic files- Microshade hosting site	Kept Indefinitely
Admin/ Council	Assets register (current)	Indefinite	Archive- Audit,Asset Management	Paper Copies Clerks Office. Electronic files- Microshade hosting site	Kept Indefinitely
Admin/ Council	Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Paper Copies Clerks Office. Electronic files- Microshade hosting site	Confidential waste-shred/ erase computer records. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Admin/ Council	General correspondence. (Refer to document retention & disposal policy section 4&5) Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be assessed and kept for recommended period.	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.	Management	Paper copies Clerks Office Electronic copies Microshade hosting site	Confidential waste-shred/ erase computer records. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Admin/staff	Correspondence and details relating to staff (staff files) <i>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</i>	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. Recommend this period be for 5 years	Management	Paper copies Clerks Office Restricted access Electronic copies Microshade hosting site	Confidential waste-shred/ erase computer records. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Area	Document	Recommended Minimum Retention Period	Reason	Location Retained (Clerks Office may also include storage in Pavilion Attic)	Disposal
	<i>related legal claims made against the council.</i>	after employment ceases.			
Admin/ Councillors	Councillor details- This refers to declaration of interests and any other personal details	To be held for the period of election- unless there are any legal pending issues	Management	Paper Copies Clerks Office. Electronic files- Microshade hosting site. Also held by MBC	Confidential waste-shred/ erase computer records. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Admin/ record keeping	Information from other bodies e.g. circulars from county associations, NALC, principal authorities. Magazines and Local Journals/publications (inc own newsletters)	Council may wish to keep its own publications For others retain for as long as they are useful and relevant.	As required	Paper Copies Clerks Office. Electronic files- Microshade hosting site	Confidential waste- shred/ Erase computer records
Admin/ record keeping	Local/historical information e.g. War Memorial/Closed Cemetery/projects etc. <i>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).</i>	Indefinite – to be securely kept for benefit of the Parish	Historical reasons	Paper Copies Clerks Office. Electronic files- Microshade hosting site	Kept Indefinitely
Admin/ record keeping	To ensure records are easily accessible it is necessary to comply with the following: <ul style="list-style-type: none"> • A list of paper files stored to be kept 	Paper files to be stored securely. The electronic files will be kept in the cloud-based programme supplied	Management	Paper Copies Clerks Office. Electronic files- Microshade hosting site	Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste (shredded). A list will be kept of those documents disposed of to

Area	Document	Recommended Minimum Retention Period	Reason	Location Retained (Clerks Office may also include storage in Pavilion Attic)	Disposal
	<ul style="list-style-type: none"> Electronic files to be saved using relevant file names 	by Microshade hosting site			meet the requirements of the GDPR regulations.
Admin/Risk	Risk- all risk assessment records. (does not include risk assmts for play/exercise equip)	3 years- unless it is in connection with an Insurance claim	To ensure all activities/works are checked for potential risk at the time.	Paper Copies Clerks Office. Electronic files- Microshade hosting site	Confidential waste- shred/ Erase computer records
Admin/Risk	Risk-KGVPF equipment inspection reports (annual and operational reports)	21 years (n.b retention period extended wef 2018)	Management	Electronic files- Microshade hosting site	Erase computer records
Admin/Risk	H&S accident books	3 years after date of last entry unless accident involves chemicals or asbestos	Management	Paper Copies Parish Pavilion. Electronic files- Microshade hosting site	Confidential waste- shred/ Erase computer records
Admin/Risk	Asbestos removal from premises & transportation- documentation	40 years	H&S requirement	Paper Copies Parish Pavilion. Electronic files- Microshade hosting site	Confidential waste- shred/ Erase computer records
Risk register	Details of risk matters inc diary of assessments	Indefinite	Management	Electronic files- Microshade hosting site	Kept Indefinitely
	CCTV				
CCTV	Observation records	3 years	Data protection	Paper copies Clerks Office	Confidential waste-shred/ erase computer records. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
CCTV	Review requests	3 years	Data protection	Electronic copies Microshade hosting site	Confidential waste-shred/ erase computer records. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Area	Document	Recommended Minimum Retention Period	Reason	Location Retained (Clerks Office may also include storage in Pavilion Attic)	Disposal
CCTV	Memory sticks – master and working	For as long as required	Data protection	Clerks Office/ Pavilion	Confidential waste-shred/ erase computer records. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
CCTV	Internal Operations Procedure Manual	Destroy on renewal	Management	Pavilion/Caretaker	Confidential waste-shred
CCTV	Photographs/digital prints/any copy of persons image	31 days	Data protection	Clerks Office	Confidential waste-shred/ erase computer records. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
	FINANCE				
Finance	Budget worksheets	6 years	Management Record of predicted spends receipts	Paper copies Clerks Office Electronic copies Microshade hosting site	Confidential waste- shred/ Erase computer records
Finance	Scales of fees and charges (inc Pavilion & KGVPF hire fees)	6 years	Management	Electronic files- Microshade hosting site	Erase computer records
Finance	Receipt and payment accounts- up to 30/11/21 (cash book)	Indefinite	Archive	Paper copies stored in Pavilion attic-Electronic files- Microshade hosting site	Kept Indefinitely
Finance	RBS Finance system accounting records WEF 1/4/21(cash book)	Indefinite	Archive	Electronic file-Microshade Hosting site (RBS system)	Kept Indefinitely
Finance	Signed Audited accounts (AGAR) including External Audit sign off	Indefinite	Archive	Paper copies stored in Pavilion attic-Electronic files- Microshade hosting site	Kept Indefinitely
Finance	Asset Register for statutory account purposes (used as at 31 st March annually for AGAR)	6 years- copy to be kept as at 31 st March annually	Audit	Electronic files- Microshade hosting site	Erase computer records

Area	Document	Recommended Minimum Retention Period	Reason	Location Retained (Clerks Office may also include storage in Pavilion Attic)	Disposal
Finance	Property evaluation/reinstatement value	Indefinite	Audit & Insurance	Electronic files- Microshade hosting site	Kept Indefinitely
Finance	Internal Auditor reports	6 years	Audit	Paper copies Clerks Office Electronic copies Microshade hosting site	Confidential waste-shred/ Erase computer records
Finance	Receipts of all kinds (inc receipts of monies rcd)	6 years	Audit	Electronic files- Microshade hosting site	Erase computer records
Finance	Bank statements including deposit/savings accounts	6 years	Audit	Paper copies Clerks Office Electronic copies Microshade hosting site Also can be obtained securely from the Bank website (UTB)	Confidential waste-shred/ Erase computer records
Finance	Credit card statements & prepaid 'Alto pay' cards	6 years	Audit	Electronic files-Microshade & Lloyds Bank PLC secure online facility	Erase computer records
Finance	Bank paying-in books	Last completed audit year	Audit	Clerks Office	Confidential waste-shred
Finance	Cheque book stubs	Last completed audit year	Audit	Clerks Office	Confidential waste-shred
Finance	Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Paper copies Clerks Office Electronic copies Microshade hosting site	Confidential waste-shred/ erase computer records. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Finance	Paid invoices	6 years	VAT & Audit	Paper copies Clerks Office Electronic copies Microshade hosting site	Confidential waste-shred/ erase computer records. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Area	Document	Recommended Minimum Retention Period	Reason	Location Retained (Clerks Office may also include storage in Pavilion Attic)	Disposal
Finance	VAT records	6 years generally but 20 years for VAT on rents	VAT	Electronic files- Microshade hosting site	Erase computer records
Finance	Investments	Indefinite	Audit, Management	Clerks Office	Kept Indefinitely
Funding	Grants /funding applications and claims inc PSS(Parish services scheme)	6 years following funds spent	Audit	Paper copies Clerks Office. Some electronic files and spreadsheets available	Confidential waste-shred/ Erase computer records
Staff-finance	Wages books/payroll- inc tax codes	6 years	Superannuation/pensions	Mi Payroll Paper details held by Clerks Office Electronic files Microshade hosting site	Confidential waste-shred/ Erase computer records
Staff-finance	P11D & P11D(b)- returns to HMRC for unearned income	6 years	Tax record	Mi Payroll Paper details held by Clerks Office Electronic files Microshade hosting site	Confidential waste-shred/ Erase computer records
Staff-finance	HMRC other returns re payroll P35/p14/P38a/P14	12 Years	Superannuation/pension	Mi Payroll Clerks Office (stored in Pavilion attic)	Destroy as relevant by Mi payroll (processor) Confidential waste-shred
<p>Documents from legal matters, negligence and other torts Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified, the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods.</p>					
Legal	Negligence	6 years	As above re legal matters	Paper copies Clerks Office Electronic copies Microshade hosting site	Confidential waste-shred/ erase computer records. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Area	Document	Recommended Minimum Retention Period	Reason	Location Retained (Clerks Office may also include storage in Pavilion Attic)	Disposal
Legal	Defamation	1 year	As above re legal matters	Paper copies Clerks Office Electronic copies Microshade hosting site	Confidential waste-shred/erase computer records. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Legal	Contracts with suppliers/services	6 years following expiry/cancellation	As above re legal matters	Paper copies Clerks Office Electronic copies Microshade hosting site	Confidential waste-shred/erase computer records. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Legal	Leases with organisations (rental arrangements)	12 years following expiry/cancellation	As above re legal matters	Paper copies Clerks Office Electronic copies Microshade hosting site	Confidential waste-shred/erase computer records. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Legal	Rent	6 years	As above re legal matters	Paper copies Clerks Office Electronic copies Microshade hosting site	Confidential waste-shred/erase computer records. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Legal	Sums recoverable by statute	6 years	As above re legal matters	Paper copies Clerks Office	Confidential waste-shred/erase computer records. A list

Area	Document	Recommended Minimum Retention Period	Reason	Location Retained (Clerks Office may also include storage in Pavilion Attic)	Disposal
				Electronic copies Microshade hosting site	will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Legal	Personal injury- (also see Insurance claims)	3 years	As above re legal matters	Paper copies Clerks Office Electronic copies Microshade hosting site	Confidential waste-shred/ erase computer records. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Legal	To recover land	12 years	As above re legal matters	Paper copies Clerks Office Electronic copies Microshade hosting site	Confidential waste-shred/ erase computer records. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Legal	Trust deeds – If sole Trustees	Indefinite	As above re legal matters	Paper copies Clerks Office Electronic copies Microshade hosting site	Kept Indefinitely
FOR PAVILION HIRES, KGVPF & EVENTS					
Pavilion KGVPF	<ul style="list-style-type: none"> • Application to hire • Invoices sent out 	6 years	VAT	Paper copies Clerks Office Electronic copies Microshade hosting site	Confidential waste-shred/ erase computer records. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Pavilion KGVPF	Lettings diaries/calendars	6 Years	Management	Electronic files- Microshade hosting site	Erase computer records. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Area	Document	Recommended Minimum Retention Period	Reason	Location Retained (Clerks Office may also include storage in Pavilion Attic)	Disposal
Pavilion KGVPF	Terms and Conditions-(booking Forms inc T&C)	6 years	Management	Electronic files- Microshade hosting site	Erase computer records. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Events	Event Monitoring Forms- Includes all events e.g. Fete Also notifications to MBC	6 years unless required for claims, insurance or legal purposes	Management	Electronic files- Microshade hosting site	Erase computer records. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
PLANNING					
Planning	Applications	1 year	Management	Paper Copies Clerks Office. Electronic files- Microshade hosting site Also held by MBC (Local authority)	Confidential waste-shred/ erase computer records. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Planning	Appeals	1 year unless significant development	Management	Paper Copies Clerks Office. Electronic files- Microshade hosting site	Confidential waste-shred/ erase computer records. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Planning	Tree planning applications	1 year	Management	Paper Copies Clerks Office. Electronic files- Microshade hosting site	Confidential waste-shred/ erase computer records. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Area	Document	Recommended Minimum Retention Period	Reason	Location Retained (Clerks Office may also include storage in Pavilion Attic)	Disposal
Planning	Local Development Plans	Retained as long as in force	Reference	Clerks Office Also held by MBC (Local authority)	Confidential waste-shred/ Erase computer records
Planning	Local Plans	Retained as long as in force	Reference	Clerks Office Also held by MBC (Local authority)	Confidential waste-shred/ Erase computer records
Planning	Parish Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	Paper Copies Clerks Office. Electronic files- Microshade hosting site	Kept Indefinitely