

Llandybie Community Council: List of Documents for Retention or Disposal

Introduction

This Record retention schedule accompanies and is incorporated into Llandybie Community Council's Record management policy. It sets out the time periods that different types of Business Records (as defined in the Record management policy) must be retained for business and legal purposes. This is a lengthy document listing the many types of records used by Llandybie Community Council and the applicable retention periods for each record type.

The retention periods are based on business needs and legal requirements. If you maintain any types of records that are not listed in this schedule, and it is not clear from the existing record types in this Schedule what retention period should apply, please contact Stuart Griffith for guidance.

Any deviations from the retention periods in this Schedule must be approved in advance by Stuart Griffith.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Office Archives	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority
Agendas	5 years	Management	Laptop	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Office	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Scales of fees and charges	6 years	Management	Office / Laptop	Bin
Receipt and payment accounts	Indefinite	Archive	Office/ Laptop	N/A
Receipt books of all kinds	6 years	VAT	Office	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Office	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Office	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Office	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Office / Laptop	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT	Office	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Office	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	Office / Laptop	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Office	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	N/A	Bin
Wages/ Salary records / PAYE/ P11D/ P45/P60 / SSP records	12 years	HMRC / Superannuation	Office / Laptop	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Office / Laptop	Bin
Insurance company names and policy numbers	Indefinite	Management	Office / Laptop	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
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	Office	Bin
Town Park equipment inspection reports	21 years		Office / Laptop	
Investments	Indefinite	Audit, Management	Office	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Office	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Office	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		Office	Bin
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).	Office	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
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>	<p>The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1st 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.</p>	Office	Bin if applicable
Record-keeping				
<p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names 	<p>The electronic files will be backed up in the cloud-based programme supplied by the Council's IT company.</p>	Management	Office	<p>Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste.</p> <p>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>

Document	Minimum Retention Period	Reason	Location Retained	Disposal
<p>General correspondence including files on :- Rights of Way Footpaths Old open cast coal mining sites Highways Seating Tree Preservation Orders</p>	<p>Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept for a period of 3 years. 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>	Management	Office	<p>Confidential waste</p> <p>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>
<p>Correspondence relating to staff:- Rejected Staff applications including CV's application letters, references, interview notes</p> <p>Application records of successful candidates including CV's application letters, references, interview notes</p>	<p>6 months after applicant is notified of rejection</p> <p>6 years after employment ceases</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>	Office	<p>Confidential waste</p> <p>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>
Employment contracts	6 years after employment ceases		Office	Confidential Waste
Copies of Identification	6 years after employment		Office	Confidential Waste

Document	Minimum Retention Period	Reason	Location Retained	Disposal
documents Employment Performance Records including review meetings, annual leave records, sickness records.	ceases 6 years after employment ceases	Management	Office	Confidential Waste
	<p>Documents from legal matters, negligence and other torts</p> <p>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.</p> <p>If in doubt, keep for the longest of the three limitation periods.</p>			
Negligence	6 years			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year			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.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Breach of trust	None			Confidential waste.
Trust deeds	Indefinite			N/A
For Halls, Centres, Recreation Grounds				
<ul style="list-style-type: none"> • Application to hire • Invoices • Record of tickets issued 	6 years	VAT	Office	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Lettings diaries	Electronic files linked to accounts	VAT	Office	N/A
Terms and Conditions	6 years	Management	Office	Bin
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management	Office	Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
	Planning Papers			
Applications	1 year	Management	Office	Confidential Waste
Appeals	1 year unless significant development	Management	Office	Confidential Waste
Local Development Plans	Retained as long as in force	Reference	Office	Confidential Waste
Local Plans	Retained as long as in force	Reference	Office	Confidential Waste
	Health and Safety			
Risk Assessment Reports including Asbestos / Legionnaires / Fire / General	20 years	Management	Office	Confidential Waste