



Teignmouth Town Council Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Storage Cupboard / office shelves/	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	'S' drive	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	'S'drive	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	Management	'S'drive	Bin
Receipt and payment accounts	Indefinite	Archive	'S'drive FMS system – backed up daily	N/A
Receipt books of all kinds	6 years	VAT	Clerk's office	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	On- line/Clerks office	Confidential waste

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Bank paying-in books	Last completed audit year	Audit	Clerk's office	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Clerk's office	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	'S'drive	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	'S'drive FMS system/Clerks office	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Clerk's Office	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	'S'drive FMS system	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Clerk's office	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)		Bin
Wages books/payroll	12 years	Superannuation	TDC	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	'S'drive	Bin
Insurance company names and policy numbers	Indefinite	Management	'S'drive	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	'S'drive	Bin
Town Park equipment inspection reports	21 years		'S'drive	
Investments	Indefinite	Audit, Management		N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	'S'drive/Clerks office	N/A

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Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	'S'drive/TDC	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
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 to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).	Clerks office	N/A

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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>		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 periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT company.</p>	Management	'S'drive	<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>

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General correspondence	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.	Management	'S'drive / files	Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Correspondence relating to staff	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 3 years	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.	'S'drive – authorised access to open folder only given to Clerk. Secure filing cabinet	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

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	<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		'S' drive – authorised access to open folder only given to Clerk. Secure filing cabinet	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year		'S' drive – authorised access to open folder only given to Clerk. Secure filing cabinet	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years		'S' drive – authorised access to open folder only given to Clerk. Secure filing cabinet	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years		'S' drive/Clerks office	Confidential waste.
Sums recoverable by statute	6 years		'S' drive/Clerks office	Confidential waste.
Personal injury	3 years		'S' drive/Clerks office	Confidential waste.
To recover land	12 years		'S' drive/Clerks office	Confidential waste.
Rent	6 years		'S' drive/Clerks office	Confidential waste.
Breach of trust	None		'S' drive/Clerks office	Confidential waste.
Trust deeds	Indefinite		'S' drive/Clerks office	N/A
Biton House/Bitton Park				
<ul style="list-style-type: none"> • Application to hire • Invoices • Record of tickets issued 	6 years	VAT		Confidential waste A list will be kept of those documents disposed of to meet the requirements of

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				the GDPR regulations.
Lettings diaries	Electronic files linked to accounts	VAT	Clerk's office	N/A
Terms and Conditions	6 years	Management	'S'drive	Bin
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management	'S'drive	Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
	For Allotments			
Register and plans	Indefinite	Audit, Management	'S'drive/Clerks office	N/A
Minutes	Indefinite	Audit, Management	'S'drive/Clerks office	N/A
Legal papers	Indefinite	Audit, Management	'S'drive/Clerks office	N/A
	Planning Papers			
Applications	1 year	Management	'S'drive	Bin
Appeals	1 year unless significant development	Management	'S'drive	Bin
Trees	1 year	Management	'S'drive	Bin
Local Development Plans	Retained as long as in force	Reference	'S'drive	Bin
Local Plans	Retained as long as in force	Reference	'S'drive	Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	'S'drive	N/A
	CCTV			
Daily notes	Daily	Data protection	CCTV	Confidential waste
Radio rotas	1 week	Management	CCTV	Confidential waste
Work rotas	1 month	Management	CCTV	Confidential waste
Observation sheets	3 years	Data protection	CCTV	Confidential waste
Stats	3 years	Data protection	CCTV	Confidential waste
Signing in sheets	3 years	Management	CCTV	Confidential waste

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Review requests	3 years	Data protection	'S'drive	Confidential waste
Discs – master and working	For as long as required	Data protection	CCTV	Confidential waste
Internal Operations Procedure Manual	Destroy on renewal Review annually	Management	'S'drive	Confidential waste
Code of Practice	Destroy on renewal Review annually	Management	'S'drive	Confidential waste
Photographs/digital prints	31 days	Data protection	'S'drive/CCTV	Confidential waste