

## Liskeard Town Council

### Data Retention and Disposal Policy

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Website PC/Servers Hard copy	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	Website PC/Servers	Bin (shred confidential waste)
Electronic Recordings of Council and Committee Meetings	1 year	Management	Website PC/Servers	Delete from file. Individuals may have access at Town Council office. If this isn't suitable a 3 day link may be provided.
Accident/incident reports	20 years	Potential claims	PC/servers Hard copy	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
Records of complaints or concerns over the protection of children and vulnerable adults	25 years	Potential claims	PC/Servers Hard copy	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	Website PC/Servers Hard copy	Bin
Receipt and payment accounts	Indefinite	Archive	PC/Servers Hard copy	N/A
Receipt books of all kinds	6 years	VAT	PC/Servers Hard copy	Confidential waste
Bank statements	Last completed	Audit	PC/Servers	Confidential waste

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including deposit/savings accounts	audit year		Hard copy	
Bank paying in books	Last completed audit year	Audit	Hard copy	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Hard copy	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	PC/servers Hard copy	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	PC/Servers Hard copy	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	PC/Servers Hard copy	Confidential waste
VAT records	6 years generally, but 20 years for VAT on rents	VAT	PC/Servers Hard copy	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	PC/Servers Hard copy	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	PC/Servers Hard copy	Bin
Wages books/payroll	12 years	Superannuation	PC/Servers Hard copy	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	PC/Servers Hard copy	Bin
Insurance company names and policy numbers	Indefinite	Management	PC/Servers Hard copy	N/A
Certificates for	40 years from	The Employers' Liability	PC/Servers	Bin

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insurance against liability for employees	date on which insurance commenced or was renewed	(Compulsory Insurance) Regulations 1998 (SI 2753) Management	Hard copy	
Town Park equipment inspection reports	21 years			
Investments	Indefinite	Audit, Management	PC/Servers Hard copy	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	PC/Servers Hard copy	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	PC/Servers Hard copy	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
Information from other bodies Eg circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		PC/Servers Hard copy	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)	Website PC/Servers Hard copy	N/A
Magazines and journals	Council may wish to keep its own	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council		Bin if applicable

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	publications  For others retain for as long as they are useful and relevant	which after 1 <sup>st</sup> 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.		
<b>Record Keeping</b>				
To ensure records are easily accessible it is necessary to comply with the following: <ul style="list-style-type: none"> <li>• A list of files stored in cabinets will be kept</li> <li>• Electronic files will be saved using relevant file names</li> </ul>	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	Management	PC/Servers Hard copy	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
General correspondence	Unless it relates to specific categories	Management	PC/Servers Hard copy	Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

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	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			
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	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	PC/Servers Hard copy	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations

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	was held. Recommend this period be for 3 years			
<p><b>Documents from legal matters, negligence and other torts</b></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. 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
Breach of trust	None			Confidential waste
Trust deeds	Indefinite			N/A
<p><b>For Halls, Centres, Recreation Grounds</b></p>				
• Application to hire	6 years	VAT		Confidential waste. A list will be kept of those documents disposed of to meet

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<ul style="list-style-type: none"> <li>Invoices</li> <li>Record of tickets issued</li> </ul>				the requirements of the GDPR regulations
Lettings diaries	6 years, linked to accounts	VAT	Hard copy	Confidential waste
Terms and conditions	6 years	Management		Bin
Event Feedback Forms	6 years unless required for claims, insurance or legal purposes	Management	PC/Servers Hard copy	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
<b>For Allotments</b>				
Register and plans	Indefinite	Audit, Management	PC/Servers Hard copy	N/A
Minutes	Indefinite	Audit, Management	PC/Servers Hard copy	N/A
Legal papers	Indefinite	Audit, Management	PC/Servers Hard copy	N/A
<b>Planning Papers</b>				
Applications	3 years	Management	PC/servers Hard copy	Bin
Appeals	1 year unless significant development	Management	PC/servers Hard copy	Bin
Trees	1 year	Management	PC/servers Hard copy	Bin
Local Development Plans	Retained as long as in force	Reference	PC/servers Hard copy	Bin

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Local Plans	Retained as long as in force	Reference	PC/servers Hard copy	Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	PC/servers Hard copy	N/A

Next Review: May 2022