

Melksham Without Parish Council Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive and legal document	Minutes from 1894? to 2016 are stored at the Wiltshire and Swindon Archive Centre. Minutes from May 2017 to September 2018 are stored in the office in a filing cabinet. Signed copies of minutes are scanned and stored on the shared drive. Unsigned minutes are published on the Parish Council website with individual salary details redacted.	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	Meeting agendas are saved in the shared drive and are published on the Councils website.	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Accident book with record of accident is held in the office. Tear out section containing	Confidential waste A list will be kept of those documents disposed of to meet the requirements of

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			staff personal information is stored in their individual file.	the GDPR regulations. ACTION: Now public meetings are held off site, require a separate book to keep in meeting box to take to meetings.
Scales of fees and charges	6 years	Management	Scales of fees and charges are outlined in the meeting minutes where the council have approved them. E.g. allotment rent charges are looked at each year. There is a record of the fees for each year in the shared drive. Pavilion booking fees are listed in meeting minutes. ACTION: Scales should be published on website	Bin
Receipt and payment accounts	Indefinite	Archive	Current years Receipt and payment of accounts are stored in the office. Previous years are archived in the on-site storage room.	N/A
Receipt books of all kinds	6 years	VAT	Current years receipts and payments are stored in office. Last	Bin

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			six years are stored in the on-site archive room (kit room).	
Bank statements including deposit/savings accounts	Last completed audit year	Audit	The current years bank statements are stored in the office. Previous years statements up to April 2016 are stored in the onsite archive room.	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Stored in the on-site archive room.	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Previous years cheque book stubs are stored in the Councils on site storage room.	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Quotations and tenders are stored in the on-site archive room (kit room).	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations – NOTE, WE DID NOT KEEP A LIST OF DOCUMENT DISPOSED.
Paid invoices	6 years	VAT	Current years paid invoices are stored in the finance locked filing cabinet in the office. Last 6 years invoices are stored in the onsite archive (kit room).	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as	Invoices are stored in	Confidential waste

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		amended)	the onsite archive (kit room).	
VAT records	6 years generally but 20 years for VAT on rents	VAT	VAT records are stored in the on-site archive room.	Confidential waste
Postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Index card system for phone numbers is stored in the office. Stamp control spreadsheet on shared drive. NOTE: In data audit Aug 18 destroyed postage manuscript book, so do not go back 6 years on spreadsheet. Only 4/5 years.	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Timesheets are stored in the current years accounts and previous years timesheets are stored in the Councils onsite archive room (kit room).	Bin
Wages books/payroll	12 years	Superannuation	Current payroll stored in office. Previous 12 years payroll stored in the on-site archive room (kit room).	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Insurance policies are stored in the on-site storage room.	Bin

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Insurance company names and policy numbers	Indefinite	Management	Office & On site storage room, and on Employer Liability Insurance certificate displayed in kitchen on H&S noticeboard.	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	Current liability insurance certificate for employees is displayed in kitchen on H&S noticeboard, previous years are stored in on site storage room BUT not for 40 years but will be evidence in Minutes of who insurer was each year and what cover provided in financial risk assessment.	Bin
Parish Park equipment inspection reports	21 years		Caretakers weekly inspection checklists are stored in a filing cabinet in the office. Quarterly inspection reports are stored in office. ROSPA yearly reports are saved on the shared drive and stored in the office in the 'play area inspections report	

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			folder'. Do not go back 21 years though.	
Investments	Indefinite	Audit, Management	N/A	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Council's onsite archive room or in office is part of current project work	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Only Chairman has allowance, detailed in Minutes annually when set. In payroll files as paid through PAYE system	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	Used for Council guidance	Any documents/ information that has been gathered from other bodies would be stored Main office, but majority are sent by email to members, a few become agenda items. Some are stored for future reference in meeting boxes.	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	Majority are passed to Wiltshire Archive for storage. RAF Bowerhill information was passed in Aug 18 to ATC Melksham as part of their heritage recording project.	N/A

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		other form setting out facts or events or otherwise recording information).		
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> <p>ACTION: This has never been done to our knowledge, and can be done in the future.</p>	Local Parish magazines (Bowerhill Villager & Shaw & Whitley Connect) sent to the Wiltshire and Swindon archive centre. Parish newspaper Newsletter is published quarterly in the Melksham Independent News and will be in their archives accordingly, copies of the original text is stored on the shared drive, and content posted on the website and social media.	Bin if applicable

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Recording Meetings			In office stored in plastic box in filing cabinet and stored on shared drive.	Delete after meeting minutes have been approved.
Health and Safety sign in sheets		Fire Safety Residents contact details for Parish matters	Stored in office in filing cabinet.	
	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 files stored in cabinets will be kept NOT DONE • Electronic files will be saved using relevant file names DONE, with document version control 	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	All electronic files that have been saved to the shared drive are backed up to the cloud every day. The Council's external Hard drive is backed up at least every week. One hard drive is left in the office and the Clerk	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. List

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names on some.			takes home the other one so that they are not kept in the same place.	of what has been disposed has not been kept.
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	General Correspondence that is received in the office that is not related to a specific category, e.g. planning matters is kept for the intended use and discarded once the matter has been dealt with. Correspondence that needs to be kept is scanned and saved on the shared drive.	Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. . List of what has been disposed has not been kept.
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.	Correspondence relating to current staff is stored in the office in a lockable cupboard. Some Correspondence letters e.g. Offer letters, new staff work hours and some staff contracts are stored on our shared drive. NOTE: Although the cabinet is lockable it is	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. .List of what has been disposed has not been kept.

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			not locked, but is located on the side of the office by the Clerk's desk at the far side from the public facing side.	
	<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		Current Staff contracts are kept in the office in a lockable filing cabinet. Contractor contracts are stored in shared drive and in Contracts/Agreements File.	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years		Kept in the onsite	Confidential waste.

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			Archive room.	
Sums recoverable by statute	6 years			Confidential waste.
Personal injury	3 years			Confidential waste.
To recover land	12 years			Confidential waste.
Rent	6 years		On site storage room	Confidential waste.
Breach of trust	None			Confidential waste.
Trust deeds	Indefinite		Some with solicitors. ACTION: Need a clear list of what is stored where!	N/A
For Halls, Centres, Recreation Grounds				
<ul style="list-style-type: none"> • Application to hire • Invoices • Record of tickets issued 	6 years	VAT	Sports Field and Pavilion Hire forms are stored in the office. Invoices issued are stored on the shared drive and a hard copy version is stored in the office in a filing cabinet.	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	Hard back manuscript diaries kept for a few years, now spreadsheet letting diary system since 2017.	N/A
Terms and Conditions	6 years	Management	Terms and conditions for hiring the Pavilion's sports facilities are stored on the shared drive in the 'Bowerhill Sports field' folder and on the	Bin

Document	Minimum Retention Period	Reason	Location Retained	Disposal
			Council website	
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management	N/A	Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. List of what has been disposed has not been kept.
Grant Applications			Keep for at least 2 previous years and then current year.	Shred
	For Allotments			
Register and plans	Indefinite	Audit, Management	The Allotment register is stored on the shared drive in folders for each of the allotment years. Allotment registers from 1996-2015 are stored at the Wiltshire and Swindon archive centre.	N/A
Minutes	Indefinite	Audit, Management	Minutes are stored at the Wiltshire and Swindon archive centre and current years are stored in the office. Extracts from meetings that reference the allotments are stored in the 'allotment' folder in the office.	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Legal papers	Indefinite	Audit, Management	Legal documents are stored in the Council's onsite archive room (kit room)	N/A
	Planning Papers			
Applications	1 year	Management	Controversial/large planning applications are stored in the Council's on-site storage room (kit room) Planning applications are now viewable on the Wiltshire Council planning website.	Bin
Appeals	1 year unless significant development	Management	Planning appeals are viewable on the Wiltshire Council planning website and the correspondence will be in email trail, and minuted at Planning Committees.	Bin
Trees	1 year	Management	Tree Inspection Reports undertaken as per play area inspections, but independent inspections undertaken every 27 months and stored indefinitely	Bin
Local Development Plans	Retained as long as in force	Reference		Bin

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Local Plans	Retained as long as in force	Reference		Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	Documents relating to the Neighbourhood Plan consultation are stored in the Council's onsite storage room. Signed minutes of meetings are held in the office and scanned to be published on the Parish Council's website. The scanned minutes are saved on the shared drive.	N/A
	CCTV			
Daily notes	Daily	Data protection		Confidential waste
Radio rotas	1 week	Management	N/A	Confidential waste
Work rotas	1 month	Management	N/A	Confidential waste
Observation sheets	3 years	Data protection	N/A	Confidential waste
Stats	3 years	Data protection	N/A	Confidential waste

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Signing in sheets	3 years	Management		Confidential waste
Review requests	3 years	Data protection	<p>The Council review their own CCTV for their own use without request (triggered by incident, evidence of drug use, damage to building).</p> <p>Request to view from Police will be in email format with crime reference number attached.</p> <p>Live feed from CCTV in office when occupied for safe working practices as isolated building.</p>	Confidential waste
Discs – master and working	For as long as required	Data protection	Stored in the Switch room. All on hard drive, discs only used to copy information to give to police	Confidential waste

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Internal Operations Procedure Manual	Destroy on renewal Review annually	Management	Stored in the Switch room (alarmed section of building) and shared with keyholders.	Confidential waste
Code of Practice	Destroy on renewal Review annually	Management	N/A	Confidential waste
Photographs/digital prints	31 days	Data protection	N/A	Confidential waste