



Old Windsor Parish Council

John Lee – Clerk to the Council

Jubilee Hub
St Lukes Road
Old Windsor
Berkshire
SL4 2QL

Tel: 01753 868842

Mobile: 07787406930

Email: clerk@owpc.co.uk

Appendix A: List of Documents for Retention and Disposal

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	Disposal
Minutes	Indefinite	Archive	Original signed paper copies of council minutes of meetings must be kept indefinitely in storage. At regular intervals of not more than 5 years they will be archived and may be deposited with Berkshire Records Office
Scale of fees and charges	6 years	Management	Bin
Receipt and payments account(s)	Indefinite	Archive	N/A
Receipt books of all kinds	6 years	VAT	Confidential waste
Bank statements, including savings/deposit accounts	Last completed audit year	Audit	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Confidential waste
Quotations and tenders	6 years after completion of contract	Limitation Act 1980	Confidential waste
Paid invoices	6 years	VAT	Confidential waste
Paid cheques	6 years	Limitation Act 1980	Confidential waste
VAT records, P60s and P45s	6 years	VAT, Tax	Confidential waste
Postage books	6 years	Tax, VAT, Limitation Act 1980	Confidential waste
Timesheets	Last completed audit year	Audit	Bin
Wages payroll & pension records	6 years	Pensions Act 2014	Confidential waste

Personnel records, including application, references, SSP and maternity records	6 years	Limitations Act 1980	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Bin
Insurance company names and policy numbers	Indefinite	Management	N/A
Certificates for insurance against liability for employees	5 years from date on which the insurance commenced or was renewed	Employers' Liability (Compulsory Insurance) Regulations 1998, Management	Bin
Playground inspections	5 years	Management, Potential claims	Bin
Trees Surveys & maintenance records	Retained for as long as relevant	Reference, management	Bin
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A
Members expenses	6 years	Tax, Limitation Act 1980	Confidential waste
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Bin
Magazines and journals	Council may wish to keep its own publications. For other publications, retain for as long as they are useful and relevant	The Legal Deposit Libraries Act 2003 (the 2003 Act)(requires a local council which after the 1 st February 2004 has published works in print (this includes a pamphlet, magazine or newspapers, 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	Bin if applicable
Local/historical information	Indefinite – to be securely kept for the Parish	Councils may acquire records of local interest in written or other form setting out facts or events or otherwise recording information	N/A

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 Electronic files will be saved using relevant file names 	The electronic files will be backed up periodically on a portable hard drive and also to the cloud based programme used by the council which complies with UK/EU GDPR.	Management	Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste.
General correspondence and emails	1 year 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, Limitation Act 1980	Confidential waste.
Accident/ incident book/reports	3 years	Reporting of Injuries, potential claims, Diseases and Dangerous Occurrences Act 2013	Confidential waste
Annual accounts and asset registers	Indefinite	Archive	N/A
Previous versions of policies, standing orders, schemes of delegation	3 years	Data Protection Act 1998	Bin
For youth club and recreation grounds <ul style="list-style-type: none"> Application for hire & lettings diaries Copies of bills to hirers Terms and Conditions Minutes Legal papers 	Last completed audit year 6 years 6 years Indefinite Indefinite	Management Audit Management Archive Archive	Confidential waste Confidential waste Bin N/A N/A
For planning paperwork <ul style="list-style-type: none"> Applications Appeals Trees Local Development Plans 	1 year unless significant ongoing development 1 year unless significant ongoing development 1 year Retained for as long as in force	Management Management Reference/Management Reference	Bin Bin Bin Bin

The need to retain any documents not included in the above schedule should be considered on an individual basis. As a guide, and in the absence of any prevailing act, code, order or regulation to the contrary, documents may be destroyed if they are no longer of use or relevant. If in any doubt, advice should be sought from the Clerk/SLCC/BALC as appropriate.

Reviewed & Adopted by: Old Windsor Parish Council	Meeting Date: 10th October 2018 Minute item: 18.65	Review Date: 10th October 2019	Clerk: John Lee
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