

Trimingham Parish Council - Appendix A: List of Documents for Retention and Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Pine Lodge, Gimingham Road, Trimingham, Norfolk, NR11 8HP.	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage.
Agendas	5 years	Management	As Above	Bin (shred confidential waste)
Accident/Incident Reports	20 years	Potential Claims	As Above	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Receipt and Payment Accounts	6 years	Management	As Above	N/A
Receipt Books of all kinds	6 years	VAT	As Above	Bin (shred confidential waste)

Bank Statements including deposit/savings accounts	Indefinite	Audit	As Above	Confidential waste
Bank paying-in books	Indefinite	Audit	As Above	Confidential waste
Cheque book stubs	Indefinite	Audit	As Above	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	As Above	Confidential waste
Paid Invoices	6 years	VAT	As Above	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	As Above	Confidential waste
VAT records	20 years	Tax, VAT, Limitation Act 1980 (as amended)	As Above	Confidential waste
Insurance Policies	While valid	Management	As Above	Confidential waste
Certificates for Insurance against liability for employees	40 years	The Employers' Liability (Compulsory Insurance) Regulations 1990 (S1 2753) Management	As Above	Confidential waste

Park Equipment Inspection Reports	21 years	Management	As above	Confidential waste
Title Deeds, leases, agreements, contracts	Indefinite	Audit, Management	As above	N/A
Information from other bodies, e.g. Circulars, NALC and principal authorities	Retained for as long as it is useful and relevant	Management	As above	Confidential waste
Magazines and journals	As above	Management	As above	Bin
General Correspondence	As above	Management	As above	Confidential waste

Correspondence relating to staff	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. Recommend this period be 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	As above	Confidential waste.
Legal documents	6 years		As above	Confidential waste
Defamation	1 year		As above	Confidential waste
Terms and Conditions	6 years	Management	As above	Confidential waste
Planning Documentation	Retained as long as in force	Management	As above	Confidential waste

Code of Conduct and Policies	Destroy on renewal. Review annually	Management	As above	Confidential waste