



**BISHOPSTOKE PARISH COUNCIL**

**POLICY**

**on**

**DOCUMENT RETENTION**

**This Policy on document retention was adopted  
by the Parish Council at its meeting on 19 June 2018**

**D Wheal**  
**Clerk to Bishopstoke Parish Council**

**BISHOPSTOKE PARISH COUNCIL**

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**DOCUMENT RETENTION**

**Amendment Sheet**

<b>Amendment No.</b>	<b>Date Incorporated</b>	<b>Subject</b>
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# DOCUMENT RETENTION POLICY

## 1 General

1.1 Documents shall be retained only if required by statute or they are likely to have some historical or practical value in the future. Documents shall include files, hard copies and e-mails each of which will be assessed according to the importance and sensitivity of the information held, the durability of the medium and the need for and facilities available for access.

## 2 Security

2.1 Security arrangements shall be determined by the importance and sensitivity of the information and any restrictions on or rights of access to the material shall be protected in accordance with the Data Protection Act 2018 but will be disclosable in response to data subject requests.

## 3 Back Up

3.1 The need for and quality of back up shall respect the importance and sensitivity of the material.

## 4 Retention Reasons

4.1 The length of time for which documents shall be retained shall be governed by the time legal proceedings may be brought, statutory requirements or sound management.

## 5 Limitation Acts

5.1 Most legal proceedings are governed by the 'Limitation Acts'. The Acts, notably the Limitation Act 1980, state that claims may not be commenced after a specified period. The specified period varies depending upon the type of claim in question and the table below sets out the limitation periods for different categories of claim.

<b>Category</b>	<b>Limitation Period</b>
Negligence and other Torts	6 years
Defamation	1 year
Contract	6 years or 12 years if under seal
Sums recoverable by statute	6 years
Personal injury	3 Years
To recover land	12 years
Rent	6 years
Breach of Trust	None
Leases	Term plus 12 years

## 6 Retention Periods

**6.1** Certain statutory provisions require the retention of documents for certain periods including:

<b>Document</b>	<b>Minimum retention period</b>	<b>Reason</b>
Minute books	Indefinite	Archive
Council's Standing Orders	Until next update	Management
Registers of Members' Declarations	Until Member retires/resigns	Management
Meeting rough notes	Until minutes subsequently approved	Management
Scales of fees and charges	5 years	Management
Receipts and payments accounts	Indefinite	Archive
Receipt books of all kinds	6 years	Management
VAT	6 years	Management
Bank statements	Last completed audit year	Management
Audit	Last completed audit year	Management
Bank paying in books	Last completed audit year	Management
Cheque book stubs	Last completed audit year	Management
Quotations and tenders	12 years/indefinite	
Paid invoices	6 years	Management
VAT records	6 years	Management
Paid cheques	6 years	Management
Petty cash, postage, telephone books	6 years	Management
Tax records	6 years	Management
Timesheets	Last completed audit year	Management
Audit	Last completed audit year	Management
Wages records	12 years	Management
Pensions records	12 years	Management
Insurance policies	Whilst valid	Management
Water testing records	5 years	Management
Investments	Indefinite	Audit
Title Deeds, lease agreements	Indefinite	Audit
Contracts	Indefinite	Audit
Accident books (adult)	3 years	RIDDOR*
Accident books (children)	25 years	RIDDOR
Employers Liability certificate	40 years	Employers' Liability Regs 1998

### 6:2 For recreation grounds

Hire applications	6 years	VAT
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### 6.3 For allotments

Registers, plans	Indefinite	Audit
Signed agreements / forms	6 years	Management
Terminations	6 years	Management
Risk Assessments	3 years	Management
Asbestos related documentation	40 years	Control of Asbestos Regs

#### **6.4 For Burial Grounds**

Burials register	Indefinite	Archive
Purchased Graves Register	Indefinite	Archive
Site layout	Indefinite	Archive
Memorials Application Register	Indefinite	Archive
Disposal certificates	Indefinite	Archive
Copy of Exclusive Rights Certificate	Indefinite	Archive

#### **6.5 Correspondence**

Correspondence, both email and hard copy, not specifically covered by any of the above categories will be kept for 2 years, and only retained beyond that if likely to be required in an ongoing situation

\* *RIDDOR – The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations*