



## Cornworthy Parish Council

### Document Retention and Disposal Schedule

| <b>Record</b>                     | <b>Minimum Retention period</b>    | <b>Reason</b>                    | <b>Location</b>   | <b>Disposal Method</b> |
|-----------------------------------|------------------------------------|----------------------------------|---|------------------------|
| Email enquiries & contact details | While they are useful and relevant | Management                       | Council Address   | Delete                 |
| Minute books                      | Indefinite                         | Archive                          | Council Address<br>Archive at five year intervals with Devon Records Office | N/A                    |
| Agendas                           | 5 years                            | Management                       | Council Address   | delete                 |
| Scales of fees and charges        | 6 years                            | Management                       | Council address Can be stored at Devon Records Office                       | bin                    |
| Receipt and Payment accounts      | Indefinite                         | Archive                          | Council address   | N/A                    |
| Receipt books                     | 6 years                            | VAT                              | Council address   | Bin                    |
| Bank statements                   | Last completed audit year          | Audit                            | Council address   | shred                  |
| Bank paying in books              | Last completed audit year          | Audit                            | Council address   | shred                  |
| Cheque book stubs                 | Last completed audit year          | Audit                            | Council address   | Shred / destroy        |
| Quotations and tenders            | 6 years                            | Limitation Act 1980 (as amended) | Council address   | Shred / delete         |
| Paid invoices                     | 6 years                            | VAT                              | Council address   | Shred / delete         |
| Paid cheques                      | 6 years                            | Limitation Act 1980 (as amended) | Council address   | Shred / destroy        |
| VAT records                       | 6 years                            | VAT                              | Council address   | Shred / destroy        |

|  |   |   |                 |                  |
|--|---|---|-----------------|------------------|
| postage and telephone books                                | 6 years                                       | Tax, VAT, Limitation Act 1980 (as amended)      | Council address | Shred / destroy  |
| Timesheets   | Last completed audit year                     | Audit   | Council address | Delete           |
| Wages records  | 12 years                                      | Superannuation                                  | Council address | Delete / Destroy |
| Insurance policies   | While valid                                   | Management                                      | Council address | Delete / Shred   |
| Certificates for insurance against liability for employees | 40 years from the date on which the insurance | The Employers' Liability (Compulsory Insurance) | Council address | Delete / Shred   |

|  |                          |  |                 |                |
|--|--------------------------|--|-----------------|----------------|
| & Insurance companies names and policy numbers | commenced or was renewed | Regulations 1998 (SI.2753) Management, |                 |                |
| Playground Inspection Reports                  | 18 years                 | Negligence and other torts             | Council address | Delete / shred |
| Investments                                    | Indefinite               | Audit, Management                      | Council address | N/A            |
| Title deeds, lease agreements, contracts       | Indefinite               | Audit, Management                      | Council address | N/A            |
| Members allowances register                    | 6 years                  | Tax Limitation Act 1980 (as amended)   | Council address | Delete / shred |

|                                      |   |   |  |                  |
|--------------------------------------|---|---|--|------------------|
| Planning documents                   | Retain PC response and other docs as below<br><ul style="list-style-type: none"> <li>• Retain plans and decision notice until development completion</li> <li>• Retain appeal decisions.</li> <li>• Retain refusal documents until end of appeal expiry period</li> </ul> In practice three years or longer for 'important' applications. | To monitor the planning process   | Council address<br>South Hams District Council Website     | Delete / Destroy |
| Information from other organisations | While they are useful and relevant  | Management  | Council address  | Delete / Destroy |
| Correspondence                       | While they are useful and relevant.<br>As for Audit & Planning.   | Management  | Council address  | Delete / Shred   |
| Documentation relating to staff      | While they are useful and relevant or required for legal reasons.   | References, tax, National Insurance Contributions, pension, legal claim (usually within 6 months of ending employment, 6 years if | Council address  | Delete / Shred   |
|                                      |   | Limitations Act 1980 applies)   |  |                  |
| Local historical information         |   | Local Government (Records) Act 1962   | Council address.<br>Can be stored by County Record Office. | N/A              |

|  |            |   |                 |                |
|--|------------|---|-----------------|----------------|
| <b>Burial ground</b> <ul style="list-style-type: none"> <li>• Register of burials</li> <li>• Register of purchased graves</li> <li>• Register/plan of grave spaces</li> <li>• Register of memorials</li> <li>• Register of fees collected</li> <li>• Disposal certificates</li> <li>• Copy certificates of grant of exclusive right of burial</li> <li>• Any specified rights relating to graves</li> <li>• Register of disinterments</li> </ul> | indefinite | Local Authorities Cemeteries Order 1977 | Council address | N/A            |
| <b>Documents retained because of actual or risk of legal process</b>   |            |   |                 |                |
| Negligence and other 'torts'   | 6 years    | Limitation period                       | N/A             | Delete / Shred |
| Defamation   | 1 year     | Limitation period                       | N/A             | Delete / Shred |
| contract   | 6 years    | Limitation period                       | N/A             | Delete / Shred |
| leases   | 12 years   | Limitation period                       | N/A             | Delete / Shred |
| Sums recoverable by statute  | 6 years    | Limitation period                       | N/A             | Delete / Shred |
| Personal injury  | 3 years    | Limitation period                       | N/A             | Delete / Shred |
| To recover land  | 12 years   | Limitation period                       | N/A             | Delete / Shred |
| Rent   | 6 years    | Limitation period                       | N/A             | Delete / Shred |
| Breach of trust  | none       | Limitation period                       | N/A             | Delete / Shred |

**Document Storage, Retrieval and Security**

Electronic records are stored on a password protected laptop in labelled folders. Folders are backed up regularly to a cloud drive.

Email is organised in labelled folders and backed up by the service provider.

Paper records are kept at the Council address in labelled folders and files.

*Reference: NALC Legal Topic Note 40, 2013*