

Bildeston Parish Council

**Document Retention & Disposal
Policy**

Date of Adoption: 13th February, 2017

Document Retention & Disposal Policy

POLICY STATEMENT:

Bildeston Parish Council considers it appropriate to make proper arrangements for the retention and disposal of all, or some, of its records.

1. GENERAL

- 1.1 Any such system or policies relating to record management will include a review of Council documentation on an annual basis
- 1.2 Anything that is no longer of use or value can be destroyed but if the Council is in any doubt it will seek advice from SALC and retain that document until that advice has been received.
- 1.3 Documents of historical importance, if not retained by the Council, will be offered first to the County Records Office.

2. RETENTION OF DOCUMENTS

- 2.1 The table below indicates the appropriate retention period for audit and other purposes and the reasons for retention.

Document	Retention	Reason
Bank Statements	Last Completed Financial Year	Audit
Bank Paying-in Books	Last Completed Financial Year	Audit
Cheque Book Stubs	Last Completed Financial Year	Audit
Paid Cheques	6 years	Statute of Limitations
Paid Invoices	6 Years	VAT
Quotations/Tenders	12 Years	Statute of Limitations
Receipt Books	6 Years	VAT
VAT Records	6 Years	VAT
Insurance	While Valid or Claim Pending	Management
Insurance - Employees	40 years	Regulations 1998 (SI 2753)
Agreements, Leases, Title Deeds etc.	Indefinite	Audit
Agendas	Most Recent Meeting	Management
Minutes	Indefinite	Archive
Members' Declaration of Interests	Lodged with Monitoring Officer	Management

- 2.2 Other documents not mentioned in the Annex will be treated as follows:

- Where planning permission is granted, the planning application, any plans and the decision letter will be retained until the development has been completed, so that, if necessary, the Clerk can check that the development proceeds in accordance with the terms and conditions of the permission

- Where planning permission is granted on appeal, a copy of the appeal decision will also be retained likewise
- Where planning permission is refused, the papers will be retained until the period within which an appeal can be made has expired. If an appeal is made, and dismissed, the decision letter will be retained against further applications relating to that site.
- Copies of Structure Plans, Local Plans and similar documents shall be obtained, if required, from the Planning Authority
- Copies of circulars and legal topic notes from SALC and NALC shall be obtained, if required, from those bodies
- All correspondence will be kept for as long as the matter is still of interest or use to the Council and or the parish.
- Inspection records for the skate park and play areas will be retained for 3 years (the period for personal injury claims).

3. RETENTION OF DOCUMENTS FOR LEGAL PURPOSES

3.1 Most legal proceedings are governed by 'the Limitation Acts' which state that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question.

3.2 The table below sets out the limitation periods for the different categories of claim.

Category	Limitation Periods
Limitation period Negligence (and other Torts)	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal injury	3 years
To recover land	12 years
Rent	6 years
Breach of Trust	None

3.3 If a type of legal proceeding falls into two or more categories, the documentation will be kept for the longer of the limitation period.

3.4 As there is no limitation period in respect of trust, the Council will retain all trust deeds and schemes and other similar documentation.