

RUYTON XI TOWNS PARISH COUNCIL RECORDS MANAGEMENT POLICY

APPENDIX A: DOCUMENTS FOR DISPOSAL OR RETENTION SCHEDULE

Council management

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Minutes	Indefinitely	Archive	Clerk's office for 3 years, then deposited at Shropshire archives.	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage.
Agendas	5 years	Management	Clerk's office	Bin (shred confidential waste)
Council Attendance Register	Throughout the 4-year term of office	Management	Clerk's office	Bin (shred confidential waste)
Declarations of Acceptance of Office	Indefinitely	Management, Archive	Clerk's office	N/A
Register of Members Interest	6 years or as long as the Councillor remains in office (whichever is the greater)	Audit, Tax, VAT	Clerk's office	Shred confidential waste
Council Standing Orders, Policies & Procedures	Whilst the documents remain in force	Management	Clerk's office	Bin
Council Newsletters & Annual Reports	Indefinitely	Management, Archive	Clerk's office	N/A
Personnel Information (includes any documents that	6 years after individual ceases to be an employee.	Limitation Act 1980 (as amended)	Clerk's office	Bin (shred confidential waste)

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
contain personal data of former clerks)				
Contact details for councillors	As long as the Councillor remains in office	Management	Clerk's office	Bin (shred confidential waste)
Assets records	12 years	Management	Clerk's office	Bin (shred confidential waste)
S106 agreements	Indefinitely	Management	Clerk's office	N/A
Freedom of information	10 years	Management	Clerk's office	Bin (shred confidential waste)

Council finances

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Cashbook accounts, sales and purchase ledgers	Indefinitely	Management, Archive	Clerk's office	N/A
Title Deeds, Leases, Agreements & Contracts	Indefinitely	Audit, Management	Clerk's office and Council solicitors	N/A
Investments	Indefinitely	Audit, Management	Clerk's office	N/A
Audited accounts	Indefinitely	Audit, Management	Clerk's office	N/A
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Clerk's office	Confidential waste
Bank paying-in book	Last completed audit year	Audit	Clerk's office	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Clerk's office	Confidential waste
Precept Requests	Indefinitely	Audit, Management	Clerk's office	N/A
Budget	6 years	Audit, Management	Clerk's office	Bin

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Grants	6 years	Audit, Management	Clerk's office	Bin
HMRC	6 years	Audit, Management	Clerk's office	Bin
Internal audit	Retain current, plus previous year	Audit, Management	Clerk's office	Bin
Quotations & Tenders	6 years	Limitation Act 1980 (as amended)	Clerk's office	Confidential waste
Wages Books/payroll records	12 years	Superannuation	Clerk's office	Confidential waste
Receipt Books	6 years	VAT	Clerk's office	Confidential waste
Paid Invoices	6 years	VAT	Clerk's office	Confidential waste
VAT Records	6 years generally but 20 years for VAT on rents	VAT	Clerk's office	Confidential waste
Petty Cash Records	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Clerk's office	Confidential waste
Members Allowance Register	6 years	Tax, Audit, Management, Limitation Act 1980 (as amended)	Clerk's office	Confidential waste
Scales of Fees & Charges	5 years	Management	Clerk's office	Bin
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Clerk's office	Bin
Insurance policies*	While valid (but see following 3 items)	Management	Clerk's office	Bin
Certificates for insurance* against liability for employees	40 years from date in which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI.2753), Management	Clerk's office	Bin
Insurance Policies*, Insurance Claims &	3 years after the policy lapses	Management	Clerk's office	Bin (shred confidential waste)

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Health & Safety Records				
Insurance company names and policy numbers*	Indefinite	Management	Clerk's Office	N/A

Health and safety and Risk assessments

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Weekly Inspection Logs (where applicable)	12 years	Limitation Act 1980 (as amended)	Clerk's office	Bin (shred confidential waste)
Annual Inspection Logs	12 years	Limitation Act 1980 (as amended)	Clerk's office	Bin (shred confidential waste)
Risk Assessments	12 years	Limitation Act 1980 (as amended)	Clerk's office	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Clerk's office	Confidential waste
Records of reportable injuries, diseases or dangerous occurrences reportable incidents reportable diagnoses injury arising out of accident at work (including accident book)	3 years from date of the entry	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013), SI 2013/1471, reg 12	Clerk's office	Bin (shred confidential waste)

Planning and conservation

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Planning Applications, related correspondence & Notices of Decision (General)	Until after development completed if approved. If refused, papers kept until appeal period has expired. Or 6 months (whichever is longer)	Management	Clerk's office	Bin (shred confidential waste)
Planning Applications, related correspondence & Notices of Decision (Strategic/Historical)	Until after development completed if approved. If refused, papers kept until appeal period has expired. Or 5 years (whichever is longer)	Management	Clerk's office	Bin (shred confidential waste)
Tree Pruning/Felling Applications	6 years	Management	Clerk's office	Bin (shred confidential waste)
Tree Preservation Orders	Indefinitely	Management	Clerk's office	Bin (shred confidential waste)
Planning Policy Guidance/Statements, Regional Plans, Structure Plans, Local Plans, Community Plans & similar documents	Whilst the documents remain in force (final adopted documents)	Management	Clerk's office	Bin (shred confidential waste)
Definitive Maps, Planning Maps, Public Rights of Way Maps, Conservation Area Maps & similar documents	Indefinitely	Management, Archive	Clerk's office	N/A

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Road traffic order	Whilst the order remains in force or 1 year, whichever is greater	Management	Clerk's office	Bin

Publications

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Journals & Periodicals	As long as it is useful & relevant	Management	Clerk's office	Bin (shred confidential waste)
Catalogues	1 year	Management	Clerk's office	Bin

General correspondence

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
General Correspondence (on non-historic importance)	Destroyed annually if no longer of use or value	Management	Clerk's office	Bin (shred confidential waste)
General Correspondence (historic importance)	Offered to the County Archivist if no longer of use or value	Archive	Shropshire archives	If not wanted by archives, bin (shred confidential waste)
Related to audit matters and/or legal proceedings	Kept for the appropriate period specified in the schedule	Audit, Limitations Act 1980 (as amended)	Clerk's office	Bin (shred confidential waste)

Employment records

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Unsuccessful applications (inc. contact details,	6 months after applicant is notified of rejection,	ICO Employment Practices Code para 1.7 Equality Act 2010, s 123	Clerk's office	Confidential waste

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
application forms or letters, CVs, references, interview notes, assessment results)	Application forms should give applicants the opportunity to object to their details being retained			
Successful applications (inc. contact details, application forms or letters, CVs, references, interview notes, assessment results)	6 years after employment ceases	Limitation Act 1980 (LA 1980), s 5	Clerk's office	Confidential waste
Employment contracts, including: personnel and training records, appraisals, promotions, written particulars of employment changes to terms and conditions	6 years after employment ceases, unless document executed as a deed, in which case 12 years after employment ceases	LA 1980, ss 5, 8	Clerk office	Confidential waste
Annual / parental leave records	6 years after the end of each tax year	LA 1980, ss 5, 8	Clerk office	Confidential waste
Sickness records and records of return to work after	6 years after the end of each tax year	LA 1980, ss 5, 8	Clerk office	Confidential waste

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
sickness/maternity leave etc.				

Payroll and salary records

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
Records for the purposes of tax returns including wage or salary records, records of overtime, bonuses and expenses	6 years	Taxes Management Act, 1970 s 12B Finance Act 1998, Schedule 18, para 21	Clerk's office	Confidential waste
Pay As You Earn (PAYE) records, including: wage sheets, deductions working sheets, calculations of the PAYE income of employees and relevant payments	3 years	Income Tax (Pay As You Earn) Regulations 2003, SI 2003/2682, reg 97	Clerk's office	Confidential waste
Income tax and NI returns, income tax records and correspondence with HMRC	3 years after the end of the financial year to which they relate	Income Tax (Employments) Regulations 1993, SI 1993/744, reg 55	Clerk office	Confidential waste
Details of benefits in kind, income tax records (P45, P60,	4 years	Taxes Management Act 1970	Clerk office	Confidential waste

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
P58, P48 etc), annual return of taxable pay and tax paid				
Employee income tax and national insurance returns and associated HMRC correspondence	3 years from end of tax year to which they relate	Income Tax (Pay as You Earn) Regulations 2003, SI 2003/2682, reg 97	Clerk office	Confidential waste
Statutory sick pay (SSP) records	3 years after the end of the tax year to which they relate	The requirement to maintain SSP records for 3 years after the end of the tax year to which they relate was revoked in 2014, but an employer may still be required by HMRC to produce such records as are in his possession or power which contain, or may contain, information relevant to satisfy HMRC that statutory sick pay has been and is being paid. The Statutory Sick Pay (General) Regulations 1982, SI 1982/894, reg 13(A)	Clerk office	Confidential waste
Wage or salary records (including	6 years	Taxes Management Act 1970, s 43	Clerk's office	Confidential waste

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	DISPOSAL
overtime, bonuses and expenses)				
Records relating to hours worked and payments made to workers	3 years	National Wage Act 1998, s 9 The National Wage Regulations 1999, reg 38	Clerk's office	Confidential waste
Statutory maternity, paternity and shared parental pay records, calculations, certificates or other evidence	3 years after the end of the tax year in which the period of statutory pay ends	Statutory Maternity Pay (General) Regulations 1986, SI 1986/1960, reg 26	Clerk's office	Confidential waste