

# TARVIN PARISH COUNCIL

## Documents and Records for Retention or Disposal

| Document                                          | Retention Period          | Reason            | Disposal                                                                                                                                                                                                           |
|---------------------------------------------------|---------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Minutes                                           | Indefinite                | Archive           | Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 3 years they must be archived and deposited with County Record Office |
| Agendas                                           | Minimum 5 years           | Management        | Bin (Shredded)                                                                                                                                                                                                     |
| Accident/Incident Reports                         | 20 Years                  | Potential Claims  | Confidential waste. A list will be kept of documents disposed of.                                                                                                                                                  |
| Annual Governance and Accountability Returns      | Indefinite                | Archive           | N/A<br>Documents kept in Parish Council archives                                                                                                                                                                   |
| Receipt and Payment Accounts                      | 6 Years                   | VAT               | Bin (Shredded)                                                                                                                                                                                                     |
| Bank Statements and Reconciliation                | Last completed audit year | Audit             | Bin (Shredded)                                                                                                                                                                                                     |
| Bank Paying In Books                              | Last completed audit year | Audit             | Bin when the book has been used (Shredded)                                                                                                                                                                         |
| Cheque Book Stubs                                 | Last completed audit year | Audit             | Bin when the whole book has been used (Shredded)                                                                                                                                                                   |
| Paid Invoices                                     | 6 Years                   | VAT               | Bin (Shredded)                                                                                                                                                                                                     |
| VAT Records                                       | 6 Years                   | VAT               | Bin (Shredded)                                                                                                                                                                                                     |
| Asset Register                                    | Indefinite                | Audit, Legal      | N/A                                                                                                                                                                                                                |
| Payroll Payslips & Timesheets                     | 6 Years                   | Best Practice     | Bin (Shredded)                                                                                                                                                                                                     |
| Insurance Policy Documents                        | While Valid               | Management        | Bin (Shredded)                                                                                                                                                                                                     |
| Insurance Company Names and Policy Numbers        | Indefinite                | Management        | N/A<br>Documents kept in Parish Council archives                                                                                                                                                                   |
| Certificates for Insurance – Public Liability     | 40 Years                  | Legal Requirement | Bin (Shredded)                                                                                                                                                                                                     |
| Annual External Inspection Reports Play Equipment | 21 Years                  | Archive           | Bin (Shredded)                                                                                                                                                                                                     |
| Title Deeds and Leases                            | Indefinite                | Audit, Management | N/A<br>Documents kept in Parish Council archives                                                                                                                                                                   |

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|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
|                                                      |                                                                                                                            |                                                                                                                                                                          | and at Cullimore Dutton, Solicitors               |
| Local/Historical Information                         | Indefinite                                                                                                                 | Council may acquire records of local interest and accept gifts of records of general and local interest (materials in written or other form setting out facts or events) | N/A.<br>Documents kept in Parish Council archives |
| Information from other bodies e.g. CWaC, NALC, ChALC | Retained for as long as it is useful and relevant                                                                          | Management                                                                                                                                                               | Bin                                               |
| Magazines/Newsletters                                | Council may wish to keep its own publications. For others retain as long as they are useful and relevant.                  | Management                                                                                                                                                               | Bin                                               |
| Members Register of Interests                        | Records kept for 1 year after Councillor retires or provides a new form.                                                   | Legal, Management                                                                                                                                                        | Bin (Paper copy Shredded)                         |
| Declaration of Acceptance of Office                  | Members Term of Office                                                                                                     | Legal, Management                                                                                                                                                        | Bin (Shredded)                                    |
| Neighbourhood Plan                                   | Indefinite                                                                                                                 | Historical Purposes                                                                                                                                                      | N/A<br>Documents kept in Parish Council archives  |
| Planning Applications and Appeals                    | 1 Month                                                                                                                    | Next Council Meeting                                                                                                                                                     | Bin                                               |
| CCTV Footage                                         | 28 Days                                                                                                                    | Security                                                                                                                                                                 | Automatic Programme                               |
| Correspondence relating to Staff                     | Kept securely and not kept for longer than is necessary for the purpose it was hold. Maximum 2 years after staff have left | After an employment relationship has ended Council may need to retain staff records for former staff for the purposes of references, HMRC requirements, legal claims     | Bin (Shredded)                                    |
| General Correspondence                               | Records kept for as long as they are needed for reference or accountability purposes.                                      | Management                                                                                                                                                               | Bin                                               |

Adopted by Council July 2020

Reviewed and Updated August 2023

Reviewed No Change August 2025

Next Review August 2027