

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 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 (Shredded)
Cheque Book Stubs	Last completed audit year	Audit	Bin (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 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 Documents kept in Parish Council archives

			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. 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 2 years 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 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) A list will be kept of the documents disposed of.
General Correspondence	Records kept for as long as they are needed for reference or accountability purposes.	Management	Bin

Adopted by Council July 2020

Next Review July 2022