



SHAVINGTON
CUM
GRESTY

Shavington-cum-Gresty Parish Council
159 Main Rd, Shavington, Crewe, CW2 5DP

Document Retention Policy

Approved 1 December 2021

PURPOSE

The council requires a wide variety of documents for transacting its business and is committed to retaining these documents in a format and for periods of time that:

- Enables the council to meet its statutory obligations in respect of documents subject to legislation;
- Ensures security of documents;
- Protects employees' privacy;
- Facilitates access to information;
- Optimises the use of storage space;
- Is cost effective; and
- Facilitates destruction of redundant documents.

SCOPE

This Policy applies to users of the council's information records, both paper and electronic, it includes Councillors and employees.

STATUTORY REQUIREMENTS

Documents subject to a statutory period of retention are identified by their associated legislation in Annex A.

SECURITY OF DOCUMENTS

Council records are held in paper and/or electronic format. The following security is applied to manual documents:

- all paper documents are stored in lockable cupboards
- all sensitive files are secured with password

EMPLOYEES' PRIVACY

The privacy of personnel records will be appropriately assured.

AVAILABILITY & ACCESS

All records necessary for council business will be retained for a period of time that reasonably assures the availability of records when needed.

STORAGE SPACE AND COST



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Redundant records may be destroyed in order to reduce the cost of storage, indexing and handling the vast quantity of documents that would otherwise accumulate. Destruction of documents will be undertaken in accordance with the provisions of this Policy to avoid any inference that a document was destroyed in anticipation of a problem.

ELECTRONIC STORAGE

Records maintained on electronic data processing storage media will be subject to the same rules of retention and security as paper records.

IMPLEMENTATION OF POLICY

The Council will be responsible for the implementation of the Policy.

MONITORING & REVIEW OF POLICY

Council will review the Policy periodically to monitor its effectiveness, taking account of users' comments.



Annex A – Retention Periods: Statutory Requirement & Best Practice Guidance

Document/Type	Minimum Retention Period	Reason	Associated Legislation
Agreements, Contracts & Related Correspondence			
Contract Executed as a Deed	12 years	Proceedings founded on a contract may be brought within these periods Actions for latent damage may be brought up to fifteen years after the damage occurs Audit, Management	Limitation Act 1980 Section 5
Contracts with Customers, Suppliers or Agents	Indefinite		
Licensing Agreements			
Rental/Hire Purchase Agreements			
Indemnities & Guarantees			
Other Agreements/Contracts			
Quotations and Tenders	12 years	Limitation Act 1980 (as amended)	
Leases, agreements, contracts	Indefinite	Audit, Management	Limitation Act 1980 Section 14B
Corporate plans, strategies, policies, business plans, annual reports, asset register	Indefinitely	Common Practice	
Operating Procedures	2 years after superseded	Common Practice	
Market Licences	Destroy after 6 years	Management	
Market Licence Holder Records	Destroy after 6 years after leaving the market	Management	
Other Licences	Destroy after 6 years after leaving the market	Management	
Funding Documents	As required by individual funders	Funding requirements	
Press Releases	Destroy after 3 years	Local Choice	
Property			
Title Deeds	Indefinite	Audit, Management	Limitation Act 1980 Section 14B



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Document/Type	Minimum Period	Retention	Reason	Associated Legislation
<i>For Town Hall and Market</i>				
application to hire lettings diaries copies of bills to hires records of tickets issued	6 years		VAT	
<i>For Allotments</i>				
Register and plans	Indefinite		Audit, Management	
<i>Financial Records</i>				
Cheques, cheque book stubs, bills of exchange and paying in books	6 years plus current year		Audit	
Instructions to banks	6 years after ceasing to be effective			
Investments	Indefinite		Audit, Management	
Scales of Fees and charges	6 years plus current year		Management	
Postage & Telephone Records	6 years plus current year		Tax, VAT, Statute of Limitations	
Receipt and payment account(s)	Indefinite		Archive	
Receipt books of all kinds	6 years plus current year		VAT	
Bank statements, including deposit/savings accounts	6 years plus current year		Audit	
Paid Invoices	6 years plus current year		VAT	
Paid cheques	6 years plus current year		Limitation Act 1980 (as amended)	Limitation Act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents		VAT	
Petty cash and postage	6 years plus current year		Tax, VAT, Limitation Act 1980 (as amended)	



Document/Type	Minimum Period	Retention	Reason	Associated Legislation
Timesheets	3 years		Audit (requirement) Personal injury (best practice)	
Wages books	12 years		Company Pension	
Accounts and Audits	Indefinite, archive after administrative use		Common Practice	
Budget and estimates	Indefinite, archive after 3 years		Statutory	
Building contracts	Life of the building, plus 15 years		Statutory	
Loans	Destroy 7 years after loan repaid		Common Practice	
Tax				
Supporting documentation for VAT returns	6 years plus current year		If there is an enquiry into a tax return, records should be retained until the enquiry is complete	VAT Act 1994 s58 & Schedule 11 Para 6
Supporting documentation for PAYE returns	6 years plus current year			Income Tax (PAYE) Regulation 2003 Reg.97
PAYE related records not required to be sent to Inland Revenue	Three years after the end of the tax year to which they relate			
Electoral Roll	Destroy when superseded			
Councillors Records				
Members allowances register	6 years		Tax, Limitation Act 1980 (as amended)	Tax, Limitation Act 1980 (as amended)
Councillors Notification of Members' Interests	1 year after end of service		Local Choice	Chapter 7 Localism Act 2011
Councillor contact	1 year after end of service		Local Choice	
Employee Records				



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Personal Records, inclusive of appraisals, disciplinary records, leave, training records, contracts, redundancy, promotion/pay awards/pay levels etc	6 years after employment ceases	25 years for staff working with Children	Health & Safety Records may need to be kept longer	Limitation Act 1980
Basic Personal Details (name/address/dates of employment/role etc)	Indefinitely		Health and Safety or DBS records	
Employee Handbook	Indefinitely		Common Practice	
Applications for jobs-where the candidate is unsuccessful, including CV's, Interview notes	6 months after notifying the unsuccessful candidate		Time Limit for employment claims	Equality Act 2010 Limitation Act 1980
Salary/Payrolls/Wages/tax documents (Inland Revenue)	12 years after 31 January of the following year of assessment		Company Pension	Tax Management Act 1970 Sections 12 & 15.
LGPS Correspondence re individuals	12 years from date of leaving		LGPS regulations	
P Forms (P45 etc)	6 years			
Expense Accounts	6 years			
Labour Agreements	10 years		Best practice	
Sickness Records	6 years after employment ceases			Statutory Sick Pay (General) Regulations 1982 Reg.13
Accident Books	7 years from the date of last entry		Local Choice	
Health & Safety Records	3 years		Personal injury actions must generally be commenced within three years of the injury. The time periods are extended in relation to employees exposed to	



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			hazardous substances.	
Time-Keeping Records	Last Completed Audit		Last completed audit year	Audit
Recruitment documents, including Person Specification, Job Descriptions	5 year		Equal Opportunities claims	
Statutory Maternity/Paternity pay and leave records	Current tax year plus 3 years		Local Choice	
References	Destroy after 5 years of leaving employment		Insurance	
Correspondence with residents	Two years		Local Choice	
Insurance				
Policies	40 years		Statutory	
Claims Correspondence	Three years after settlement		See NALC LTN 40 Para 7 replicated below	
Employer's Liability Insurance Certificate	40 years from the date on which insurance commenced or was renewed		The Employers' liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management	
Accident Reports and relevant correspondence	3years after settlement			
Donations & Subscription Records				
Donations given & related correspondence	6 years			Companies Act 1985 Sections 221-222
Deeds of Covenant	6 years after the last payment made 12 years if payments are still outstanding or there is a dispute re the Deed			



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Document/Type	Minimum Retention Period	Reason	Associated Legislation
Subscription records	3 years after cessation of membership		Companies Act 1985 Section 222
Planning Applications & Associated Documents & Licensing	Where planning permission is granted, the application, any plans and the decision letter should be retained until the development has been completed. Advice from CWaC: Six years from the date of meeting at which Planning Application discussed (Planning Authority's records, available for inspection, go back to 1973)		
Planning Memos	Council Comments & Planning Authority's Decision – 6 years Other related documents – 2 years	Until the development has been completed	Freedom of Information Act 2000
Private Applications (Rejected)	5 Years	Until the period within which an appeal can be made has expired	
Appeal Decision relating to rejected Private Applications	Indefinitely	NALC LTN 40 refers	
Major Developments	Indefinitely		
Copies of Structure Plans, Local Plans and similar documents	As long as document is in force	NALC LTN 40 refers	
Licensing Memos	NTC's comments – 6 years Other related documents – 2 years	Local Choice	
Publications Newsletters Guides, Pamphlets, Leaflets, Maps, Plans	Local choice	a copy of published works in print after 01.02.04 or after 06.04.13 electronic works off line, to deliver, at its own expense, a copy of them to the british library board. electronic works published on line	The Legal Deposit Libraries Act 2003



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Document/Type	Minimum Period	Retention	Reason	Associated Legislation
			after 2013 only if requested NALC LTN 40 refers	
Meetings Records Agendas Minutes – Meetings Minutes – Committees, Subcommittees	Following the meeting Indefinite Indefinite Indefinite		Facility for back-checking Hard copies – at Archives On electronic media – 1 copy at a separate location	
Electronic Documents				
E-mail	2years		Local Choice	
Scanned Documents	2years		Local Choice	