



## Firsdown Parish Council Appendix A: List of Documents for Retention or Disposal

### Finance

Document	Retention period	Retention reason	Retention location	Disposal
VAT Records	6 years	Audit	Electronic copies on Clerk's PC Accounting software on Clerk's PC	Delete
Wage/salary book	12 years	Audit	Electronic copies on Clerk's PC Accounting software on Clerk's PC	Delete
Tax and NI payments	12 years	Audit	Electronic copies on Clerk's PC Accounting software on Clerk's PC	Delete
Asset register	Indefinite	Audit	Electronic copy Clerk's PC	Archive oldest version after 5 years
Bank Paying in	6 years		Accounting software on Clerk's PC. Paper copies Clerk's filing cabinet	Delete Shred
Cheque book stubs	6 years	Audit	Clerk's filing cabinet	Shred
Quotations and tenders	6 years	Audit	Electronic copies on Clerk's PC Paper copies Clerk's filing cabinet	Delete Shred See also endnote *
Monthly bank reconciliation	6 years	Audit	Accounting software on Clerk's PC	Delete
Monthly payment schedule	6 years	Audit	Accounting software on Clerk's PC	Delete
Paid invoices	6 years	Audit: VAT	Electronic copies on Clerk's PC Paper copies Clerk's filing cabinet	Delete Shred

<b>Accounting statement</b>	6 years	Audit	Electronic copy Clerk's PC and Parish website	Archive
<b>Postage and phone charges</b>	6 years	Audit:VAT	Accounting software on Clerk's PC	Delete
<b>Explanation of variances</b>	6 years	Audit	Electronic copy Clerk's PC and Parish website	Archive
<b>CIL payments</b>	6 years	Audit	Electronic copy Clerk's PC and Parish website	Archive
<b>Grant applications to the Parish Council</b>	6 years	Audit	Electronic copies on Clerk's PC Accounting software on Clerk's PC	Delete
<b>Annual budget</b>	6 years	Audit	Electronic copies on Clerk's PC Accounting software on Clerk's PC	Delete

## Insurance

<b>Document</b>	<b>Retention period</b>	<b>Retention reason</b>	<b>Retention location</b>	<b>Disposal</b>
<b>Insurance Policy</b>	6 years	Audit	Electronic copies on Clerk's PC	Delete
<b>Insurance company names and policy numbers</b>	Indefinite	Management	Electronic copies on Clerk's PC	N/A
<b>Certificate of public liability</b>	6 years	Audit	Electronic copies on Clerk's PC	Delete
<b>Certificate of employer's liability</b>	40 years	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Electronic copies on Clerk's PC	Delete
<b>Play area external inspection</b>	21 years	Audit	Electronic copies on Clerk's PC	Delete
<b>Play area fortnightly checks</b>	21 years	Audit	Electronic copies on Clerk's PC	Delete
<b>Deeds/leases</b>	Indefinite	Audit	Electronic copies on Clerk's PC Paper copies Clerk's filing cabinet	

## Governance

Document	Retention period	Retention reason	Retention location	Disposal
Governance and policy documents (full list on parish website)	6 years	Audit	Electronic copy Clerk's PC and Parish website	Archive of superseded versions
Register of Interests	Term of office	Audit	Electronic copies on Clerk's PC Parish website	Delete
Transparency code	6 years	Audit	Electronic copies on Clerk's PC Parish website	Delete
Annual Internal Audit report	6 years	Audit	Electronic copies on Clerk's PC Parish website	Delete
Audit report	6 years	Audit	Electronic copies on Clerk's PC Parish website	Delete
Notice of public rights	6 years	Audit	Electronic copies on Clerk's PC Parish website	Delete
Summary of public rights	6 years	Audit	Electronic copies on Clerk's PC Parish website	Delete
Annual governance statement	6 years	Audit	Electronic copies on Clerk's PC Parish website	Delete

## Staff

Document	Retention period	Retention reason	Retention location	Disposal
Councillors contact details	Term of office	Management	Electronic copies on Clerk's PC	Delete
Training records	Term of office	Management	Electronic copies on Clerk's PC	Delete
Declaration of office	Term of office	Management	Electronic copies on Clerk's PC	Delete
Grievance/ disciplinary	6 years	Management	Electronic copies on Clerk's PC	Delete
Timesheets	Last completed audit year 3 years	Management	Electronic copies on Clerk's PC	Delete

<b>Accident/incident reports</b>	20 years	Potential claims	Electronic copies on Clerk's PC	Delete but see endnote *
<b>Clerks contract</b>	6 years	Management	Electronic copies on Clerk's PC	Delete
<b>Correspondence relating to staff</b>	Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months Recommend this period be for 3 years	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.	Electronic copies on Clerk's PC	Delete but see endnote *

### Meetings

<b>Document</b>	<b>Retention period</b>	<b>Retention reason</b>	<b>Retention location</b>	<b>Disposal</b>
<b>Agendas</b>	5 years	Audit	Parish website	N/A
<b>Minutes</b>	Indefinite	Audit	Parish website. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority	N/A
<b>Background report</b>	Indefinite	Audit	Parish website	N/A

### Planning

Firsdon Parish Council only provides comments on planning applications. These are recorded within meeting minutes.

Planning decisions are made by Wiltshire Council. A full record of the decisions on planning applications is on the Wiltshire Council website.

## Other

Document	Retention period	Retention reason	Retention location	Disposal
Complaints	1 year	Management	Electronic copies on Clerk's PC	Delete
General information	1 year	Management	Electronic copies on Clerk's PC	Delete
Routine correspondence and emails	1 year	Management	Electronic copies on Clerk's PC	Delete
Enquiries via website	1 year	Management	Electronic copies on Clerk's PC	Delete
General correspondence (Letter/email)	Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management	Electronic copies on Clerk's PC  Paper copies Clerk's filing cabinet	Delete  Shred  But note endnote*
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant	Information	Electronic copies on Clerk's PC	Delete
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the	Local/historical information	Indefinite – to be securely kept for benefit of the Parish

		use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).		
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**Disposal**

Records for deletion will be carried out annually during the period 1-31<sup>st</sup> July.

Electronic records will be deleted from their stored location and also the backup.

Paper records will be securely shredded.

Where marked \* , a list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

A checklist will be produced using the document headings in the tables above and signed by the clerk and Chairman.