

# **CODDINGTON PARISH COUNCIL**

## **Retention and Disposal Policy**

**Approved at the Coddington Parish Council meeting of 5<sup>th</sup> March 2026 under minutes reference 26-18b. and to be reviewed annually.**

Coddington Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the council. This document provides the policy framework through which this effective management can be achieved and audited.

It covers :

- Scope
- Responsibilities
- Retention Schedule

### **Scope**

This policy applies to all records created, received or maintained by Coddington Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. A small percentage of Parish Council records may be selected for permanent preservation as part of the Councils archives and for historical research.

### **Responsibilities**

Coddington Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff, employees and councillors must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with Coddington Parish Council's records management guidelines.

### **Retention Schedule (appendix A)**

The retention schedule refers to all records regardless of the media in which they are stored.

## Appendix A : Records for Retention or Disposal

Document	Minimum Retention Period	Reason	Disposal
Minutes	Indefinite	Archive	Original signed paper copies must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority.
Agendas	5 years	Management	Confidential waste
Accident/incident reports	20 years	Potential claims	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of GDPR regulations.
Scales of fees and charges	6 years	Management	Bin
Receipt and payment accounts	Indefinite	Archive	N/A
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Confidential waste

Bank paying-in books	Last completed audit year	Audit	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of GDPR regulations.
Paid invoices	6 years	VAT	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	Confidential waste
Timesheets	Last completed audit year	Audit Personal injury	Bin
Wages/payroll	12 years	Superannuation	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Bin
Insurance company names and policy numbers	Indefinite	Management	N/A
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753), Management	Bin
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A

Information from other bodies e.g. county assocs, NALC, principal authorities	Retained for as long as it is useful and relevant	N/A	Bin
Local/historical information	Indefinite – to be kept securely 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 use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information)	N/A
Magazines and journals	Council may wish to keep its own publications  For others retain for as long as they are useful and relevant	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 <sup>st</sup> February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map plan, chart or table) to deliver, at its own expense, a copy of them to the	Bin if applicable

		British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.	
<b>Record-keeping</b>			
To ensure records are easily accessible it is necessary to comply with the following: <ul style="list-style-type: none"> <li>• A list of files stored in cabinets will be kept</li> <li>• Electronic files will be saved using relevant file names</li> </ul>	The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT company.	Management	Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of GDPR regulations.
General Correspondence	Unless it relates to specific categories outlined in the	Management	Bin but shred confidential waste.

	<p>policy, correspondence, both paper and electronic should be kept. 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.</p>		<p>A list will be kept of those documents disposed of to meet the requirements of GDPR regulations.</p>
<p>Correspondence relating to staff</p>	<p>3 years but if related to Audit, see relevant sections above. 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.</p>	<p>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.</p>	<p>Confidential waste. A list will be kept of those documents disposed of to meet the requirements of GDPR regulations.</p>

### **Documents from legal matters, negligence and other torts**

Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories.

Negligence	6 years	See above	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of GDPR regulations.
Defamation	1 year	See above	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of GDPR regulations.
Contract	6 years	See above	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of GDPR regulations.
Leases	12 years	See above	Confidential waste
Sums recoverable by statute	6 years	See above	Confidential waste
Personal injury	3 years	See above	Confidential waste
To recover land	12 years	See above	Confidential waste

Rent	6 years	See above	Confidential waste
Breach of trust	None	See above	Confidential waste
<b>For Allotments</b>			
Register and plans	Indefinite	Audit, Management	N/A
Legal Papers	Indefinite	Audit, Management	N/A
<b>Planning Papers</b>			
Applications	1 year	Management	Bin
Appeals	1 year unless significant development	Management	Bin
Trees	1 year	Management	Bin
Local Development Plans	Retained as long as in force	Reference	Bin

Local Plans	Retained as long as in force	Reference	Bin
Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	N/A