

DITTISHAM PARISH COUNCIL
Incorporating the Hamlet of Capton and the Manors of Bozomzeal and Coombe

Dittisham Parish Council

Document Retention and Disposal Schedule

Record	Minimum Retention period	Reason	Location	Disposal Method
Email enquiries & contact details	While they are useful and relevant	Management	Council Address	Delete
Minute books	Indefinite	Archive	Council Address Archive at five year intervals with Devon Records Office	N/A
Agendas	5 years	Management	Council Address	delete
Scales of fees and charges	6 years	Management	Council address Can be stored at Devon Records Office	bin
Receipt and Payment accounts	Indefinite	Archive	Council address	N/A
Receipt books	6 years	VAT	Council address	Bin
Bank statements	Last completed audit year	Audit	Council address	shred
Bank paying in books	Last completed audit year	Audit	Council address	shred
Cheque book stubs	Last completed audit year	Audit	Council address	Shred / destroy
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Council address	Shred / delete
Paid invoices	6 years	VAT	Council address	Shred / delete
Paid cheques	6 years	Limitation Act 1980 (as amended)	Council address	Shred / destroy
VAT records	6 years	VAT	Council address	Shred / destroy
postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Council address	Shred / destroy
Timesheets	Last completed audit year	Audit	Council address	Delete
Wages records	12 years	Superannuation	Council address	Delete / Destroy
Insurance policies	While valid	Management	Council address	Delete / Shred
Certificates for insurance against liability for employees	40 years from the date on which the insurance	The Employers' Liability (Compulsory Insurance)	Council address	Delete / Shred

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& Insurance companies names and policy numbers	commenced or was renewed	Regulations 1998 (SI.2753) Management,		
Playground Inspection Reports	18 years	Negligence and other torts	Council address	Delete / shred
Investments	Indefinite	Audit, Management	Council address	N/A
Title deeds, lease agreements, contracts	Indefinite	Audit, Management	Council address	N/A
Members allowances register	6 years	Tax Limitation Act 1980 (as amended)	Council address	Delete / shred
Planning documents	Retain PC response and other docs as below <ul style="list-style-type: none"> • Retain plans and decision notice until development completion • Retain appeal decisions. • Retain refusal documents until end of appeal expiry period In practice three years or longer for 'important' applications.	To monitor the planning process	Council address South Hams District Council Website	Delete / Destroy
Information from other organisations	While they are useful and relevant	Management	Council address	Delete / Destroy
Correspondence	While they are useful and relevant. As for Audit & Planning.	Management	Council address	Delete / Shred
Documentation relating to staff	While they are useful and relevant or required for legal reasons.	References, tax, National Insurance Contributions, pension, legal claim (usually within 6 months of ending employment, 6 years if	Council address	Delete / Shred

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		Limitations Act 1980 applies)		
Local historical information		Local Government (Records) Act 1962	Council address. Can be stored by County Record Office.	N/A
Burial ground <ul style="list-style-type: none"> • Register of burials • Register of purchased graves • Register/plan of grave spaces • Register of memorials • Register of fees collected • Disposal certificates • Copy certificates of grant of exclusive right of burial • Any specified rights relating to graves • Register of disinterments 	indefinite	Local Authorities Cemeteries Order 1977	Council address	N/A
Documents retained because of actual or risk of legal process				
Negligence and other 'torts'	6 years	Limitation period	N/A	Delete / Shred
Defamation	1 year	Limitation period	N/A	Delete / Shred
contract	6 years	Limitation period	N/A	Delete / Shred
leases	12 years	Limitation period	N/A	Delete / Shred
Sums recoverable by statute	6 years	Limitation period	N/A	Delete / Shred
Personal injury	3 years	Limitation period	N/A	Delete / Shred
To recover land	12 years	Limitation period	N/A	Delete / Shred
Rent	6 years	Limitation period	N/A	Delete / Shred
Breach of trust	none	Limitation period	N/A	Delete / Shred

Document Storage, Retrieval and Security

Electronic records are stored on a password protected laptop in labelled folders. Folders are backed up regularly to a cloud drive.

Email is organised in labelled folders and backed up by the service provider.

Paper records are kept at the Council address in labelled folders and files.

Reference: NALC Legal Topic Note 40, 2013

This document was approved on 7 November 2018.