



Data Retention schedule

Document	Minimum retention period	Reason	Location (all documents are located in the Town Hall)	Disposal
Minutes	Indefinite	Archive	File/Downstairs safe	Original signed paper copies of Council minutes of meeting must be kept indefinitely in safe storage.
Agendas	5 years	Management	File	Bin (shred confidential waste)
Accident/Incident reports	20 years	Potential claims	File	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	6 years	Management	N/A	Bin
Receipt and payment accounts	Indefinite	Archive	Audit file	Online only no printed copies are kept
Receipt books of all kinds	6 years	VAT	Safe	Bin
Bank statements including deposit savings accounts	Last completed audit year	Audit	Audit file	Confidential waste

Date of policy: 2019	Approving committee: Full Council Meeting	Date of committee meeting: Dec 2019
Reviewed: 2023	Approving committee: Full Council Meeting	Date of Committee meeting: 20/03/23
Reviewed: 2024	Approving committee: Full Council Meeting	Date of Committee meeting: 05/07/24
Reviewed: 2025	Approving committee: Full Council Meeting	Date of Committee meeting: 29/09/25

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Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Audit file	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT	Audit file	Confidential waste
VAT records	6 years. 20 years for VAT on rents	VAT	Audit file	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Audit file	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Safe	Bin
Wages books/payroll	12 years	Superannuation	Audit file	All records online only
Insurance policies	While valid (but see next two items below)	Management	Audit file	Bin
Insurance company names and policy numbers	Indefinite	Management	Audit file	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	Audit file	Bin

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Investments	Indefinite	Audit, Management	N/A	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Safe	N/A
Member' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	N/A	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Information from other bodies e.g. circulars from count associations, NALC, principal authorities	Retained for as long as it is useful and relevant		If retained, saved on computer	N/A
Local/Historical information	Indefinite – to be securely kept for the benefit of the Town	Council 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)	Safe/Office	N/A
Magazines and journals	Council may wish to keep its own publications.	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 st February 2004 has published 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 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.	Retained on computer/office	Bin if applicable

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Record keeping

To ensure records are easily accessible it is necessary to comply with the following: • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names	The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by TTC.	Management	Computer	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 the GDPR regulations.
General correspondence	Unless it relates to specific categories outlined in the 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.	Management	Paper copies kept in file/ electronic stored on the computer	Bin (shred confidential waste). A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Correspondence relating to staff	If related to Audit, see relevant sections above. The information should be kept securely and personal data in relation to staff should not be	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving	Audit file/computer	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

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	kept longer than is necessary for the purpose it was held. Likely time limits for tribunal claims is between 3 – 6 months. It is recommended that they be kept 3 years.	references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.		

Documents from legal matters, negligence etc. 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 specific 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. If in doubt, keep for the longest of the three limitation periods.

Negligence	6 years			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years			N/A

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Sums recoverable by statute	6 years			Confidential waste
Personal injury	3 years			Confidential waste
To recover land	12 years			N/A
Rent	6 years			Confidential waste
Breach of trust	None			Confidential waste
Trust deeds	Indefinite			N/A

Planning papers

Applications	1 year	Management	Retained by SBC	Bin
Appeals	1 year unless significant development	Management	Retained by SBC	Bin
Trees	1 year	Management	Retained by SBC	Bin
Local Development Plans	Retained as long as in force	Reference	Retained by SBC	Bin
Local Plans	Retained as long as in force	Reference	Retained by SBC	Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	Retained by SBC	Retain

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CCTV located outside and inside the building

	Daily	Data Protection	N/A	Confidential waste
Stats	3 years	Data Protection	Daily notes	Confidential waste
Signing in sheets	3 years	Management	On entry, then stored in the safe	Confidential waste
Review requests	3 years	Data Protection	N/A	Confidential waste
Code of Practice	Review annually, then destroy on renewal	Management	N/A	Confidential waste
Photographs/digital prints	31 days	Data Protection	N/A	Confidential waste

For Town Hall

• Application to hire a room in the Town Hall • Invoices • Record of tickets issued	6 years	VAT	N/A	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Lettings diary	Electronic files linked to accounts	VAT	N/A	N/A
Terms and Conditions	6 years	Management	N/A	Bin

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Event monitoring forms	6 years, unless required for claims, insurance or legal purposes	Management	N/A	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
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