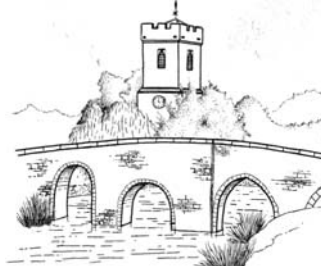


BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



DOCUMENT RETENTION POLICY **(as approved on 21st May 2018)**

1. MINUTES

Original signed paper copies of Council Minutes of meetings must be kept for an **indefinite** period in safe storage.

At regular intervals of not less than 5 years. Consider them being archived and deposited with the Higher Authority

Reason - Archive

2. AGENDAS

To be kept for a period of 5 years thereafter to be disposed as confidential waste

Reason – Management

3. ACCIDENT/INCIDENT REPORTS

To be kept for a period of 20 years thereafter to be disposed as confidential waste

Reason – Potential claims

4. RECEIPT AND PAYMENT ACCOUNTS

To be kept indefinitely

Reason – Archive

5. RECEIPT BOOKS OF ALL KINDS

To be kept for a period of 6 years and then binned

Reason - VAT

- 6. BANK STATEMENTS INC. DEPOSIT AND SAVINGS ACCOUNTS**
Last completed audit year and then disposed of as confidential waste
Reason – Audit
- 7. BANK PAYING IN BOOK**
Last completed audit year and then disposed of as confidential waste
Reason – Audit
- 8. CHEQUE BOOK STUBS**
Last completed audit year and then disposed of as confidential waste
Reason – Audit
- 9. QUOTATIONS AND TENDERS**
Successful quotations/tenders to be kept for 6 years.
Unsuccessful ones to be disposed of as confidential waste after confirmation of the successful bid
After 6 years, it will be disposed of as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulation.
Reason – Limitations Act 1980 (as amended)
- 10. PAID INVOICES**
To be kept for 6 years then disposed of as confidential waste
Reason – VAT
- 11. PAID CHEQUES**
To be kept for 6 years then disposed of as confidential waste
Reason – Limitations Act 198-0 (as amended)
- 12. VAT RECORDS**
To be kept for 6 years except for rents when it shall be kept for 20 years then disposed of as confidential waste
Reason – Vat
- 13. PETTY CASH, POSTAGE AND TELEPHONE BOOKS**
To be kept for 6 years and then disposed of as confidential waste
Reason – Tax, VAT, Limitations Act 1980 (as amended)

14. **TIMESHEETS**
last completed audit year 3 years then binned
Reason – Audit (requirement) Personal Injury (best practice)
15. **PAYROLL**
To be kept for 12 years and then disposed of as confidential waste
Reason - superannuation
16. **INSURANCE POLICIES**
While valid then binned
Reason - Management
17. **INSURANCE COMPANAY NAMES AND POLICY NUMBERS**
Indefinite
Reason – Management
18. **EMPLOYERS LIABILITY CERTIFICATES**
40 years from date on which insurance commenced or was renewed the binned
Reason – The Employers Liability (Compulsory Insurance) Reg. 1998 (SI 2753); Management
19. **PLAY EQUIPMENT INSPECTION REPORTS**
21 years
20. **CAR PASS APPLICATIONS**
6 years then disposed of as confidential waste
Reason - Management
21. **CORRESPONDENCE**
To be disposed of as confidential waste as soon as the issue has been resolved
Reason – GDPR – no justification in holding on to personal details