



**Odiham**  
Parish Council

**DOCUMENT RETENTION POLICY  
MARCH 2015**

**Adopted on 13 April 2015  
Reviewed 4 July 2016  
Updated 6 March 2017  
Reviewed and Updated 11 June 2018**

## **1. INTRODUCTION**

Odiham 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 Parish Council.

This policy applies to all records created, received or maintained by OPC in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the 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.

Odiham Parish Council will retain its important documents, both electronic and paper documents for the periods listed in the table below (consistent with advice from NALC Legal Topic Note 40 – September 2016). These periods are to be considered as minimum retention times. The Clerk will be responsible for ensuring that the documents are filed in an orderly and secure manner at all times. Documents will be made available on request according to the requirements of the Council's Document Publication Policy.

## **2. RESPONSIBILITIES**

The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored.

## **3. CORRESPONDENCE**

General correspondence and emails will be retained for as long as is relevant, the minimum period is 1 year. An annual review of all documentation should be carried out and items that have reached their deletion or destruction date being deleted/destroyed and the remainder be considered for archiving.

It is down to individual Cllrs to delete emails in their allocated Cllr email account.

## **4. TRUST**

As there is not limitation period in respect of trusts, councils are advised that they should never destroy trust deeds and scheme and other documentation.

## **5. RETENTION OF DOCUMENTS FOR LEGAL PURPOSES**

Most legal proceedings are governed by the Limitation Act 1980 (as amended). This act provides that legal claims may not be commenced after a specified period. This period varies depending on the type of claim in question. The reference to "category" in the table refers to claims brought in respect of that category.

<b>CATEGORY</b>	<b>LIMITATION PERIOD</b>
Breach of trust	No limitation period
Contract	6 years
Defamation	1 year
Leases	12 years
Negligence (and other "torts")	6 years
Personal injury	3 years
Rent	6 years
Sums recoverable by statute	6 years
To recover land	12 years

Some types of legal proceedings may fall into two or more categories. NALC recommends that the longest of the limitations periods is adhered to.

## **6. RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF PARISH COUNCILS**

<b>Document Type</b>	<b>Minimum Retention Period (time is from the date on the document)</b>	<b>Retention Reason</b>
Annual return and audited accounts	Indefinite	Archive
Bank paying-in books	Last completed audit year	Audit
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Certificate 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
Cheque book stubs	Last completed audit year	Audit
Cllr's declarations of office	4 years or until they vacate office	Operational
Correspondence	According to content – Review at least every 5 years	Operational
For Allotments <ul style="list-style-type: none"> <li>Register, contract and plans</li> </ul>	Indefinite	Audit, Management
For Burial Grounds <ul style="list-style-type: none"> <li>Register of fees collected</li> <li>Register of burials</li> <li>Register of purchased graves</li> <li>Register/plan of grave spaces</li> <li>Register of memorials</li> <li>Applications for interment</li> <li>Applications for right to erect memorials</li> <li>Disposal certificates</li> <li>Copy of certificates of grant of exclusive right of burial</li> </ul>	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI. 204)
Insurance policies	While valid	Management
Investments	Indefinite	Audit, Management
Magazines, journals and general information from associations	As long as they are useful and relevant	
Member's allowances register	6 years	Tax, Limitation Act 1980 (as amended)
Minutes	Indefinite	Archive signed copies
Paid cheques	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Parish Council response to planning applications and all associated documents where planning is granted	At least until completion of development – major/contentious developments only	
Parish Council response to planning applications and all associated documents where planning is refused	At least until the period within which an appeal can be made has expired	
Personnel files – annual leave / sick leave	2 years	Operational
Personnel files (including training records, appraisals, contract of employment)	6 years after termination of employment	Risk of investigation regarding any future litigation
Petty cash and postage	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Policy documents	Until there is no longer an administrative requirement	Operational

Routine correspondence and emails	1 year	Management
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Receipt books of all kinds	6 years	VAT
Receipt and payment accounts(s)	Indefinite	Archive
Recruitment data	6 months after recruitment finalised	Sex Discrimination Acts, Race Relations Act, Disability Discrimination Act, Employment Equality Regulations
Risk assessments	Once superseded by a new risk assessment or once inactive	Operational
Scale of fees and charges	6 years	Management
Structure plans, Local Plans and similar documents	Retained for as long as they are in force	
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
VAT records	6 years	VAT
Wages books, PAYE & NI records	12 years	Superannuation (pensions)