

## **Document Retention Policy**

**This Document Retention Policy was  
adopted by  
Dallington Parish Council  
at the Meeting on  
18th July 2017**

# DALLINGTON PARISH COUNCIL

## 1. INTRODUCTION

- 1.1 The Council recognises the need to retain documentation for audit purposes, staff management, tax liabilities and the eventuality of legal disputes and proceedings.
- 1.2 In agreeing a Document Retention Policy, the Council has addressed these needs, and taken into account its obligations under the Local Government Act 1972, the Audit Commission Act 1998, the Public Records Act 1958, the Data Protection Act 1998, the Employer's Liability (Compulsory Insurance) Regulations 1998, the Limitation Act 1980, the Employment Rights Act 1996, the Local Government (Records) Act 1962, the Freedom of Information Act 2000 and the Lord Chancellor's Code of Practice on the Management of Records Code 2002.

## 2. RETENTION OF DOCUMENTS FOR LEGAL PURPOSES

- 2.1 Most legal proceedings are governed by the Limitation Act 1980. The 1980 Act provides that legal claims may not be commenced after a specified period. The specified period varies depending on the type of claim in question. The table below sets out the limitation periods for the different categories of claim.

Category	Limitation Period
Negligence (and other torts)	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal injury	3 years
To recover land	12 years
Rent	6 years
Breach of trust	None

- 2.2 Some types of legal proceedings may fall into two or more categories. In these circumstances, the documentation should be kept for the longest of the differing limitation periods.
- 2.3 As there is no limitation period in respect of trusts, the Council will never destroy trust deeds and schemes and other similar documentation.
- 2.4 Some limitation periods can be extended, examples include
- Where individuals first become aware of damage caused at a later date, e.g. in the case of personal injury.
  - Where damage is latent, e.g. to a building.
  - Where a person suffers from a mental incapacity.
  - Where there has been a mistake or where one party has defrauded another or concealed relevant facts.
- 2.5 In such circumstances, the Council will weigh up the costs of storing relevant documents and the risks of
- Claims being made.
  - The value of the claims, and
  - The inability to defend any claims made should the relevant documentation be destroyed.

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## 3. DOCUMENT RETENTION SCHEDULE

3.1 The Council has agreed a minimum document retention schedule, based on the obligations under the previously named Acts, Codes, Orders and Regulations.

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>
Minute books	Indefinite	Archive
Scale of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
Bank statements	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years after completion of the contract	Limitation Act 1980
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
VAT records	6 years	VAT
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	40 years from date on which the insurance commenced or was renewed	Employer's Liability (Compulsory Insurance Regulations 1998) Management
Title deeds, leases, agreements, contracts	Indefinite	Audit Management

3.2 The need to retain any documents not included in the above schedule should be considered on an individual basis. As a guide, and in the absence of any prevailing Act, Code, Order or Regulation to the contrary, documents may be destroyed if they are no longer of use or relevant. If in doubt, advice should be sought from the Clerk.