

Earl Stonham Parish Council

Document Retention and Disposal Policy

POLICY STATEMENT:

Earl Stonham Parish Council considers it appropriate to make proper arrangements for the retention and disposal of all or some of its records.

1. GENERAL

- 1.1 Any such system or policies relating to record management will include a review of council documentation on an annual basis
- 1.2 Anything that is no longer of use or value can be destroyed but if the council is in any doubt it will seek advice from SALC and retain that document until that advice has been received.
- 1.3 Documents of historical importance, if not retained by the council, will be offered first to the county record office.

2. RETENTION OF DOCUMENTS

- 2.1 The table below indicates the appropriate retention period for audit and other purposes and the reasons for retention.

Document	Retention	Reason
Bank Statements	6 years	Audit / VAT
Bank Paying-in Books	6 years	Audit / VAT
Cheque Book Stubs	6 years	Audit / VAT
Paid Cheques	6 years	Statute of Limitations
Paid Invoices	6 years	VAT
Quotations/Tenders	12 years	Statute of Limitations
Receipt Books	6 years	VAT
VAT Records	6 years	VAT
Insurance	While Valid or Claim Pending	Management
Insurance - Employees	40 years	Regulations 1998 (SI 2753)
Agreements, Leases, Title Deeds etc.	Indefinite	Audit
Agendas	Most Recent Meeting	Management
Minutes	Indefinite	Archive
Members' Declaration of Interests	Lodged with Monitoring Officer	Management

2.2 Other documents not mentioned in the table above will be treated as follows:

- Planning Applications – all documents can be viewed online (Mid Suffolk District Council's website) and the planning reference number, description and decision of the Parish Council be noted on a spreadsheet to be kept by the Clerk.
- Copies of Structure Plans, Local Plans and similar documents shall be obtained, if required, from the Planning Authority
- Copies of circulars and legal topic notes from SALC and NALC shall be obtained, if required, from those bodies
- All correspondence will be kept for as long as the matter is still of interest or use to the council and or the parish.

3. RETENTION OF DOCUMENTS FOR LEGAL PURPOSES

3.1 Most legal proceedings are governed by 'the Limitation Acts' which state that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question.

3.2 The table below sets out the limitation periods for the different categories of claim.

Category	Limitation Periods
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

3.3 If a type of legal proceeding falls into two or more categories, the documentation will be kept for the longer of the limitation period.

3.4 As there is no limitation period in respect of trust, the council will retain all trust deeds and schemes and other similar documentation.