



Yatton Parish Council

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OUR MISSION: To ensure the provision of high quality services in our communities of Yatton and Claverham

Yatton Parish Council Appendix A: List of Documents for Retention or Disposal – Next review April 2026

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Agendas & Minutes Annual Return Statements	Indefinite	Archive	All records kept at Hangstones Pavilion in secure storage or archived to the Somerset Records Office Somerset Heritage Centre, Brunel Way, Norton Fitzwarren, Taunton, TA2 6SF 01823 278805 (Enquiries) 01823 337600 (Appointments) somersetarchives@swheritage.org.uk	Not applicable. Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority. The Annual Returns will be kept at Hangstones Pavilion.
Accident/incident reports	20 years	Potential claims	Hangstones Pavilion	Confidential waste A list will be kept of those documents disposed of to meet

Reviewed and approved 15th April 2024

Document	Minimum Retention Period	Reason	Location Retained	Disposal
				the requirements of the GDPR regulations.
Scales of fees and charges	6 years	Management	Hangstones Pavilion	Confidential waste
Bank statements including deposit/savings accounts	6 years	Evidence accounts	Hangstones Pavilion	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Hangstones Pavilion	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Hangstones Pavilion	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Hangstones Pavilion	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	Hangstones Pavilion	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Hangstones Pavilion	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	Hangstones Pavilion	Confidential waste
Petty cash, postage	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Hangstones Pavilion	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Hangstones Pavilion	Confidential
Wages books/payroll	12 years	Superannuation	Hangstones Pavilion	Confidential waste
Insurance policies	Indefinite	Management	Hangstones Pavilion	Confidential waste
Insurance company names and policy numbers	Indefinite	Management	Hangstones Pavilion	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
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	Hangstones Pavilion	Confidential waste
Play Area equipment inspection reports	21 years		Hangstones Pavilion	Confidential waste
Investments	Indefinite	Audit, Management	Hangstones Pavilion	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Hangstones Pavilion	N/A
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Hangstones Pavilion	Confidential waste
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils 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).	Hangstones Pavilion or mainly passed to Yatton History Society	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Magazines and journals	<p>Council may wish to keep its own publications</p> <p>For others retain for as long as they are useful and relevant.</p>	<p>The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1st February 2004 has published works 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.</p>	<p>Hangstones Pavilion</p> <p>A copy of the Annual Report is sent to the Legal Deposit annually.</p>	Confidential waste
Record-keeping				
<p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> Electronic files will be saved using relevant file names 	<p>The electronic files will be backed up to a cloud-based programme supplied by Google installed by the Council's IT company.</p>	Management	Hangstones Pavilion	<p>Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste.</p>

Document	Minimum Retention Period	Reason	Location Retained	Disposal
				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	Hangstones Pavilion	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. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related	Hangstones Pavilion	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
	Recommend this period be for 3 years	legal claims made against the council.		
	<p>Documents from legal matters, negligence and other torts</p> <p>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 specified 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.</p> <p>If in doubt, keep for the longest of the three limitation periods.</p>			
Negligence	6 years		Hangstones Pavilion	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year		Hangstones Pavilion	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years		Hangstones Pavilion	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of

Document	Minimum Retention Period	Reason	Location Retained	Disposal
				the GDPR regulations.
Leases	12 years after the expiry date of the lease		Hangstones Pavilion	Confidential waste.
Sums recoverable by statute	6 years		Hangstones Pavilion	Confidential waste.
Personal injury	3 years		Hangstones Pavilion	Confidential waste.
To recover land	12 years		Hangstones Pavilion	Confidential waste.
Rent	6 years		Hangstones Pavilion	Confidential waste.
Breach of trust	None		Hangstones Pavilion	Confidential waste.
Trust deeds	Indefinite		Hangstones Pavilion	N/A
For Halls, Centres, Recreation Grounds				
<ul style="list-style-type: none"> • Application to hire • Invoices • Record of tickets issued 	6 years	VAT	Hangstones Pavilion	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Lettings diaries	Electronic files and Desk Diary retained 2 years.	VAT	Hangstones Pavilion	N/A
	For Allotments			
Register and plans	Indefinite	Audit, Management	Hangstones Pavilion	N/A
Minutes	Indefinite	Audit, Management	Hangstones Pavilion	N/A
Legal papers	Indefinite	Audit, Management	Hangstones Pavilion	N/A
	For Burial Grounds			

Document	Minimum Retention Period	Reason	Location Retained	Disposal
<ul style="list-style-type: none"> • Register of fees collected • Register of burials • Register of purchased graves • Register/plan of grave spaces • Register of memorials • Applications for interment • Applications for right to erect memorials • Disposal certificates • Copy certificates of grant of exclusive right of burial 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204)	Hangstones Pavilion	N/A
	Planning Papers			
Applications	1 year most planning electronically stored – deletion after 1 year. Hard copies taken to meetings disposed of after meeting.	Management	Hangstones Pavilion	Confidential waste
Appeals	1 year unless significant development	Management	Hangstones Pavilion	Confidential waste
Trees	1 year and as planning applications above	Management	Hangstones Pavilion	Confidential waste
Local Development Plans	Retained as long as in force	Reference	Hangstones Pavilion	Confidential waste
Local Plans	Retained as long as in force	Reference	Hangstones Pavilion	Confidential waste

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	Hangstones Pavilion	N/A
	CCTV			
Daily notes	Daily	Data protection	N/A currently	Confidential waste
Radio rotas	1 week	Management	N/A currently	Confidential waste
Work rotas	1 month	Management	N/A currently	Confidential waste
Observation sheets	3 years	Data protection	N/A currently	Confidential waste
Stats	3 years	Data protection	N/A currently	Confidential waste
Signing in sheets	3 years	Management	N/A currently	Confidential waste
Review requests	3 years	Data protection	N/A currently	Confidential waste
Discs – master and working	For as long as required	Data protection	N/A currently	Confidential waste
Internal Operations Procedure Manual	Destroy on renewal Review annually	Management	N/A currently	Confidential waste
Code of Practice	Destroy on renewal Review annually	Management	N/A currently	Confidential waste
Photographs/digital prints	31 days	Data protection	N/A currently	Confidential waste