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Document & Records Retention Policy

This code of practice is based on the National Association of Local Councils (NALC) Legal Topic Note 40 (November 2016) on Local Councils' Documents and Records and Charles Arnold Baker on Local Council Administration (Tenth Edition)

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 scheme, 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 Employees Liability (Compulsory Insurance) Regulations 1998, the Limitation Act 1980, the Employments Rights Act 1996, the Local Authorities Cemeteries Order 1977, 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 different categories of claim:

Category	Limitation Period
Negligence (and other torts)	6 years
Defamations	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal injury	3 years
To recover land	12 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 Some limitation periods can be extended. Examples include:

- where individuals first become aware of damage caused at a later date (eg. In the case of personal injury)
- where damage is latent (eg. 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.

2.4 In such circumstances, the Council will weigh up (i) the costs of storing relevant documents and (ii) the risks of:

- claims being made
- the value of the claims, and
- the inability to defend any claims made should relevant documentation be destroyed.

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:

Document	Minimum Retention Period	Reason
Minute books	Indefinite	Archive
Scale of fees & charges	6 years	Management
Receipts & payment accounts	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations & tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	VAT
Petty cash, postage & telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year	Audit (requirement) Personal injury (best practice)
Wages books	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for insurance	40 years from the date on	The Employers' Liability

against liability for employees	which insurance commenced or was renewed	(Compulsory Insurance) Regulation 1998 (SI. 2753) Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements & contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
Emails	3 Years	Management
Letters re Hedgerows	1 Year	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.

4. Reviewing and Monitoring the Policy

- 4.1 The Clerk shall be responsible for reviewing this policy every two years or sooner if appropriate to ensure that it meets legal requirements and reflects best practice.

Adopted 4th October 2017

Updated 6th June 2018