



# TELSCOMBE TOWN COUNCIL

## DOCUMENT RETENTION POLICY

### 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 Employers' Liability (Compulsory Insurance) Regulation 1998, the Limitation Act 1980, the Employers 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.

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

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

### 3.0 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	Reason
Minute book	Indefinite	Archive
Scale of fees and Charges	6 Years	Management
Receipt/Payment Accounts	Indefinite	Archive
All receipt books	6 Years	VAT/Audit
All 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 & Tenders	6 Years after completion of contract	Limitation Act 1980
Paid Invoices	6 years	VAT
Paid cheques	6 years	Limitation Act
VAT records	6 years	VAT
Petty cash, postage and telephone books	6 years	VAT, Limitation Act
Timesheets	Last completed audit year	Audit
Wages books	12 years	Superannuation
Insurance policies	While Valid	Management
Certificate for insurance against liability for employees	40 years from date on which insurance was commenced	Employers Liability Regulations
Investments	Indefinite	Audit, management
Title deeds, leases, agreements, contracts	Indefinite	Audit, management
Members Allowance Register	6 Years	Tax, Limitation Act
Room/venue hire <ul style="list-style-type: none"> <li>• Booking forms</li> <li>• Letting diary</li> <li>• Copies of bills/invoices to hirers</li> </ul>	6 Years	VAT
Personal data of employees	6 years after employment terminates	Recommended Practice
Recruitment paperwork	1 year for all except successful candidate	Recommended Practice
Accident books/reports	3 years or if a young person until they reach the age of 21	RIDDOR (SI.1995/3163)

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Statutory maternity/paternity and adoption pay records	3 years after the end of the tax year in which the pay period ends	Maternity/Paternity Leave etc. Regulations 1999
Formal Complaints made under the Council's complaint procedure.	6 years	Management
Freedom of Information Requests Received	6 years	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, Oder 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 Town Clerk.