

Data Retention Policy

Bray Parish Council keeps a variety of documents in line with statutory requirements. The following is a list of documents that the Council is required to keep, along with the minimum retention period, reason and how or if it is disposed of.

Document	Minimum Retention period	Reason	Disposal
Minutes	Indefinite	Archive	Original signed paper copies of council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of no more than five years they must be archived and deposited at the Berkshire Records Office.
Agendas	5 years	Management	Confidential shredding
Accident/Incident Reports	20 years	Potential Claims	Confidential shredding. A list of disposed documents to be kept to meet requirements of GDPR regulations.
Scales of fees and charges	6 years	Management	Bin
Receipt Books	6 years	VAT	Bin
Bank Statements including deposit/savings accounts	Last completed audit year	Audit	Confidential shredding
Bank Paying in books	Last completed audit year	Audit	Confidential shredding
Cheque Book stubs	Last completed audit year	Audit	Confidential shredding
Quotations, tenders and contracts	6 years	Limitation Act 1980	Confidential shredding. A list of disposed documents to be kept to meet requirements
Paid Invoices	6 years	VAT	Confidential shredding
VAT records	6 years generally but 20 years for VAT in rents	VAT	Confidential shredding
Timesheets	3 years	Personal Injury	Confidential shredding
Wages/Payroll	12 years	Superannuation	Confidential shredding
Insurance Policies	Whilst valid (see below)	Management	Bin
Insurance Company Names and Policy Numbers	Indefinite	Management	n/a
Certificates of insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers Liability Regulations 1998	Bin
Legal Proceedings – Negligence (and	6 years	Limitation Act	Confidential shredding. A list of disposed documents to

other Torts)		1980	be kept to meet requirements
Legal Proceedings – Defamation	1 year	Limitation Act 1980	Confidential shredding. A list of disposed documents to be kept to meet requirements
Legal Proceedings – Leases	12 years following end of lease	Limitation Act 1980	Confidential shredding. A list of disposed documents to be kept to meet requirements
Legal Proceedings – sums recoverable by statute	6 years	Limitation Act 1980	Confidential shredding. A list of disposed documents to be kept to meet requirements
Legal Proceedings – personal injury	3 years	Limitation Act 1980	Confidential shredding. A list of disposed documents to be kept to meet requirements
Legal Proceedings – to recover land	12 years	Limitation Act 1980	Confidential shredding. A list of disposed documents to be kept to meet requirements
Legal Proceedings – Breach of Trust	None	Limitation Act 1980	Confidential shredding. A list of disposed documents to be kept to meet requirements
Play equipment reports	21 years	Management	Confidential shredding
Correspondence (including emails) from local residents	Whilst relevant	Management	Confidential shredding
Planning Documents – for Parish Council property only	To be kept indefinitely. There is no requirement to keep documents where the Parish Council is a consultee	Management	n/a
Unsuccessful job applicants	6 months	Management	Confidential shredding
Allotments – register and plans	Indefinite	Management	n/a
Allotments – Tenancy Agreements	6 Years	Audit	Confidential shredding
Burial Ground – Register of fees collected - Register of burials - Register of purchased graves - Register/plan of grave spaces - Register of memorials - Application for interment - Application for right to erect memorials - Disposal certificates - copy certificates of exclusive right of burial	Indefinite	Local Authorities, cemeteries order 1977 (s 204)	n/a