

WINCANTON TOWN COUNCIL

DOCUMENT RETENSION SCHEDULE

	Document	Minimum Retention Period	Reason	Method of Disposal
1	Minutes	Indefinite	Archive	Original signed paper copies of council minutes of meetings must be kept indefinitely in safe storage.
2	Agendas	5 Years	Management	Destroy, shred confidential waste
3	Accident / Incident Reports	20 Years	Potential Claims	Confidential waste. A list will be kept of all those documents disposed of to meet the requirements of the GDPR regulations
4	Scales of Fees and Charges	6 Years	Management	Destroy
5	Receipt and Payment of Accounts	6 Years	Tax and Audit	Destroy, shred confidential waste
6	Receipt Books of all kinds	6 Years	Tax and Audit	Destroy, shred confidential waste
7	Bank Statements, including Deposit and Savings Accounts	Last completed audit year (Can be kept with data – 6 Years)	Audit	Destroy, shred confidential waste
8	Bank Paying In Books	Last completed audit year (Can be kept with data – 6 Years)	Audit	Destroy, shred confidential waste
9	Cheque Book Stubs	Last completed audit year (Can be kept with data – 6 Years)	Audit	Destroy, shred confidential waste
10	Quotations and Tenders	6 Years	Limited Act 1980 (as amended)	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
11	Paid Invoices	6 Years	VAT	Destroy, shred confidential waste
12	Paid Cheques	6 Years	Limited Act 1980 (as amended)	Destroy, shred confidential waste
13	VAT Records	6 Years	VAT	Destroy, shred confidential waste
14	Petty Cash, Postage and Telephone Books	6 Years	Tax, VAT, Limited Act 1980 (as amended)	Destroy, shred confidential waste

WINCANTON TOWN COUNCIL

DOCUMENT RETENSION SCHEDULE

	Document	Minimum Retention Period	Reason	Method of Disposal
15	Wages Books/Payroll	15 Years	Superannuation (element)	Destroy, shred confidential waste
16	Insurance Policies	While Valid	Management	Destroy, shred confidential waste
17	Insurance Company Names and Policy Numbers	Indefinite	Management	N/A
18	Certificates for insurance against liability for employees	40 Years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations renewed 1998 (S12753) Management	Destroy, shred confidential waste
19	Play Equipment Inspection Records	21 Years	Management	Destroy, shred confidential waste
20	Burial Forms	6 Years	Management	Destroy, shred confidential waste
21	Burial Records	Indefinite	Management	
22	Allotment Records	6 Years	Management	Destroy, shred confidential waste
23	Room Hire Records	6 Years	Management	Destroy, shred confidential waste
24	Staff Files	A maximum period of 15 Years after termination of employment unless through ill health or industrial tribunal case (keep until person aged 65 years)	Management	Destroy, shred confidential waste