

## HIGHER HURDSFIELD PARISH COUNCIL DATA MANAGEMENT & GDPR - DESTRUCTION POLICY

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	DISPOSAL
Minutes	Indefinite	Archive	Original signed paper copies of council nutes 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.
Agenda	5 years	Management	Bin (Shred confidential waste)
Accident / incident reports	20 years	Potential Claims	Confidential waste. A list must be kept of documents disposed of to meet the requirements of the GDPR.
Scale of fees and charges	6 years	Management	Bin
Receipt & payment accounts	Indefinite	Archive	N/A
Receipt books of all kinds	6 years	VAT	Bin
Bank Statements	Last completed audit year	Audit	Confidential waste
Bank paying in books	Last completed audit year	Audit	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980	Confidential waste. A list must be kept of documents disposed of to meet the requirements of the GDPR.
Paid Invoices	6 years	VAT	Confidential waste
Paid cheques	6 years	Limitation Act 1980	Confidential waste
VAT records	6 years generally. 20 years for rent.	VAT	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980	Confidential waste
Wages books / payrole	12 years	Superannuation	Confidential waste
Insurance policies	While valid (see two items below)	Management	Bin
Insurance Co. names & policy numbers	Indefinite	Management	N/A
Certificates for insurance against liability for employees.	40 years from date it commenced or was renewed.	The Employers' Liability (compulsary Insurance) Regulations 1998 (SI	Bin

**The above document was based on information given by the Society of Local Council Clerks - Approved at Parish Council Meeting 23.5.2018.**

<b>To be reviewed when changes are required.</b>			

--	--	--	--