

# Bovingdon Parish Council

Parish Council Office  
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High Street  
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Herts HP3 0HJ

Tel 01442 833036

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## Retention Policy

### Retention Schedule for Council Records

There is a clear need to retain documentation for a variety of reasons including audit purposes, staff management, tax and VAT and the potential eventuality of legal dispute and proceedings.

The Retention Schedule includes the main types of Council records. Each entry lists the record series along with the proposed action, the retention periods and reasons for the action. Further information can be sought from the National Association of Local Councils (NALC) and, in particular, Legal Topic Note LTN 40.

The following information provides an explanation for each of the three action terms used within the schedule.

### Records identified for permanent preservation

Records in this category have been identified for permanent retention. These should be deposited with the local Archive Service once there is no longer an administrative need for them to be kept locally.

The only financial records recommended for deposit are the payment and receipt books or the annual audited accounts if the former has not survived. These are often filed with receipts and payments that are not necessary for preservation and should be weeded prior to their transfer to the Archive Service.

Records in this category should be transferred to the local Archive Service after the minimum retention period or once they become inactive.

### Records to be destroyed

A large number of parish and town council records can be destroyed once they become inactive or the minimum retention period expires. Financial records account for the majority of this category. These must be kept for a minimum of 6 years after the last entry (Limitation Act 1980 (as amended), VAT Act 1994 etc.), but may be retained for longer depending on local circumstances. Records not given a minimum retention period can be destroyed once there is no longer an administrative requirement for their custody. If Council is unsure whether a document or series of records should be destroyed, then please contact the local Archive Service for further guidance.

To protect confidential information, all records assigned for disposal should be securely destroyed. Paper records containing confidential information should be shredded or pulped, and not simply thrown out with other classes of records. Electronic or machine-readable records will require a two-step process for assured confidential destruction:

- Deletion of the contents of digital files, and
- The use of commercially available software applications to remove all residual data from the storage device. These processes may be outsourced to credible commercial companies who specialise in confidential destruction of records.

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The Limitations Act 1980 (as amended) provides that legal claims may not be commenced after a specified period. The table below sets out the different limitation periods for different categories of claim. (Please see the NALC Legal Topic Note 40 for further information):

<b>Category</b>	<b>Limitation Period</b>
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

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## RETENTION PERIODS FOR COUNCIL DOCUMENTS

*This list is not exhaustive and continues to be developed.*

Records	Minimum Retention period	Action	Reason
<b>10k / 3k fun run</b>	<b>Retention period</b>	<b>Action</b>	<b>Reason</b>
Financial payments (pc file)	6 years	Destroy	Council financial regulations
Marshals and volunteers	Until there is no longer an administrative requirement	Destroy	Operational
Runners	2 years	Destroy	Operational
<b>Administrative</b>	<b>Minimum Retention period</b>	<b>Action</b>	<b>Reason</b>
Byelaws and orders	Preserve one of each copy and transfer to local Archive once they become inactive	Preserve	Common practice
Complaints	6 Years after resolution of complaint	Destroy	Operational
Contact list	Until there is no longer an administrative requirement	Review	Operational
Employers' liability insurance policies	40 years after expiry date	Destroy	Employers' Liability Act 1969 Employers' Liability Regulations 1998
General correspondence	6 Years after correspondence ends	Destroy	Operational
Grouping orders	Until there is no longer an administrative requirement	Destroy	Operational
Information Requests	6 Years after resolution of request	Destroy	Operational
Leases, agreements, contracts and wayleaves	Indefinite	Preserve	Audit/Management
Maps, plans, and surveys of property owned by the council or meeting	Indefinite. Transfer to local Archive once they become inactive	Preserve	Common practice
Planning applications and related papers for major controversial developments	Until there is no longer an administrative requirement	Review with the view to destroy	Operational
Planning applications for minor works where permission is refused	6 years	Destroy	Limitation Act 1980
Policy documents	Until there is no longer an administrative requirement. Destroy old versions.	Review	Operational
Property registers and terriers	Indefinite. Transfer to local Archive once they become inactive.	Preserve	Common practice
Register of electors	Until there is no longer an administrative requirement	Destroy	Copies already in existence
Risk assessments	Once superseded by a new risk	Destroy	Operational

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	assessment or once inactive		
Routine internal correspondence and papers	Until there is no longer an administrative requirement	Review with the view to destroy	Operational
Title deeds less than 100 years old	Indefinite. Transfer to local Archive for review once they become inactive.	Review	Audit/Management Common practice
Title deeds more than 100 years old	Indefinite. Transfer to local Archive once they become inactive.	Preserve	Audit/Management Common practice
Village/parish appraisals, plans, millennium projects and supporting papers	Until there is no longer an administrative requirement	Review	Operational
<b>Administrative - meetings</b>	<b>Minimum Retention period</b>	<b>Action</b>	<b>Reason</b>
Agendas	Until there is no longer an administrative requirement. Can be transferred to local Archive after 6 years or once they become inactive.	Destroy	Operational
Draft minutes	Until the date of confirmation of the minutes	Destroy	Operational
Minute books	Indefinite	Preserve	Archive
Reports and other documents circulated with agendas	Until there is no longer an administrative requirement. Destroy these reports if copies are already included with signed minutes	Review	Common practice
Signed council and committee minutes	Indefinite. Can be transferred to local Archive after 6 years or once they become inactive.	Preserve	Common practice
<b>Bovingdon News / Bulletin</b>	<b>Retention period</b>	<b>Action</b>	<b>Reason</b>
Advertisers	1 year	Destroy	Operational
Article suppliers adhoc Article suppliers regular	1 year Until there is no longer an administrative requirement	Destroy	Operational
Distributors	Until there is no longer an administrative requirement	Destroy	Operational
Financial payments (pc file)	6 years	Destroy	Council financial regulations
Parish council newsletter	<del>Indefinite.</del> Transfer one copy to local Archive.	Preserve	Common practice
<b>Financial</b>	<b>Retention period</b>	<b>Action</b>	<b>Reason</b>
Accounts and statements	6 years	Destroy	Council financial regulations
Annual audited accounts	6 years.	Destroy, but preserve if the receipt and payment	Council financial regulations

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		books have not survived.	
Bank paying-in books	Last completed Audit year	Destroy	Council financial regulations
Bank statements including deposit/saving accounts	6 years	Destroy	Council financial regulations
Cash and petty cash books, rent books, postage and telephone books	6 years	Destroy	Tax, VAT, Limitations Act 1980 (as amended) Council financial regulations
Certificate for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed.	Preserve	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management
Cheque book stubs	Last completed Audit year	Destroy	Council financial regulations
Grants given by BPC - successful	6 years	Destroy	Council financial regulations
Grants given by BPC - unsuccessful	3 years	Destroy	Council financial regulations
Grants received by BPC - successful	6 years	Destroy	Council financial regulations
Grants received by BPC - unsuccessful	3 years	Destroy	Council financial regulations
Insurance policies	6 years	Destroy	Council financial regulations
Investments	Indefinite	Preserve	Audit, Management
Members' allowances register	6 years	Destroy	Tax, Limitation Act 1980 (as amended)
Paid cheques	6 years	Destroy	Limitation Act 1980 (as amended) Council financial regulations
Paid invoices	7 years prior to current year	Destroy	VAT Council financial regulations
Postage and telephone books	6 years	Destroy	Council financial regulations
Quotations and tenders (successful)	6 years after contract ends	Destroy	Limitation Act 1980
Quotations and tenders (unsuccessful)	2 years	Destroy	Operational

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Rate books	Indefinite. Transfer to local Archive once they become inactive	Preserve	Common practice
Receipt books of all kinds	6 years	Destroy	VAT / Council financial regulations
Receipt and payment books	Indefinite. Transfer to local Archive once they become inactive	Preserve	Council financial regulations
Scales of fees and charges	6 years	Destroy	Management
Time sheets	Last completed Audit year	Destroy	Council financial regulations
VAT records	6 years	Destroy	VAT Act 1994
VAT claims	6 years	Destroy	VAT Act 1994
Wage books	12 years	Destroy	Superannuation & Limitation Act 1980 (as amended)
<b>Memorial Hall</b>	<b>Retention period</b>	<b>Action</b>	<b>Reason</b>
Accident book	6 years	Destroy	Operational
Adhoc Hirers	6 years	Destroy	Operational
Records relating to applications to: <ul style="list-style-type: none"> <li>• Hire;</li> <li>• Letting diaries;</li> <li>• Copies of bills to hirers;</li> <li>• Records of tickets issued.</li> </ul>	6 years	Review with the view to destroy	VAT Council financial regulations
Regular Hirers	6 years	Destroy	Operational
Scale of fees and charges	See Financial reference		
<b>Miscellaneous</b>	<b>Retention period</b>	<b>Action</b>	<b>Reason</b>
Any records predating the establishment of Parish Councils (1894), e.g. poor law, surveyors of the highway, tithe maps and apportionments, enclosure awards etc.	Transfer to local Archive as soon as possible	Preserve	Common practice
Charity papers	Until there is no longer an administrative requirement	Review	Operational
Community magazines or newsletters(not created by the parish council)	Until there is no longer an administrative requirement	Review	Operational
Maps created under the provision of the Rights of Way Act 1932	Transfer to HRO once they become inactive	Preserve	Common practice
Marketing Consent Forms	3 years	Destroy	Best Practice

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Notices on noticeboard	Not required		
Papers concerning Rights of Way	Until there is no longer an administrative requirement	Destroy	Operational
Photographs	Until there is no longer an administrative requirement	Review	Operational
Press cuttings book	Until there is no longer an administrative requirement	Review	Operational
Records of other bodies such as burial boards, charities, fire brigades, Home Guard unit, local society or ad hoc committee	Transfer to local Archive once they become inactive	Preserve	Common practice
Reports, guides, handbooks etc received from other organisations	Until there is no longer an administrative requirement	Review	Operational
<b>Personnel</b>	<b>Retention period</b>	<b>Action</b>	<b>Reason</b>
Councillor privacy notice	6 Years after term in office	Destroy	Operational
Councillors' declarations of office	4 years or until they vacate office	Destroy	Operational
Personnel files	6 Years after termination of service	Destroy	Risk of investigation regarding any future litigation
Personnel files – annual leave	2 years	Destroy	Operational
Recruitment data		Destroy	Equalities Act
Successful	Add to personnel file		
Unsuccessful	6 months after recruitment finalised plus current year		