

HIGHER KINNERTON COMMUNITY COUNCIL RETENTION OF DOCUMENTS POLICY

Retention of documents

The Document Retention Schedule incorporated into this policy specifies the appropriate minimum retention periods for documents relevant to Higher Kinnerton Community Council (HKCC). Documents are retained to comply with legal requirements, for audit purposes, staff management, tax liabilities and the eventuality of legal disputes and legal proceedings.

Retention of documents for legal purposes

The following table lists the limitation periods during which legal claims may be brought under the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period.

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	Indefinite

Where the limitation periods above are longer than other periods specified in the Document Retention Schedule the documentation should be kept for the longer period specified.

Data Protection and Freedom of Information Considerations

The Lord Chancellor's Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000 applies to public authorities.

The Data Protection Act 2018 sets out the framework for data protection law in the UK. It updates and replaces the Data Protection Act 1998 and came into effect on 25 May 2018. It sits alongside the General Data Protection Regulation (GDPR) and tailors how the GDPR applies in the UK.

Article 5 of the GDPR sets out the following seven key principles which lie at the heart of the general data protection regime.

- a. Lawfulness, fairness and transparency- processed lawfully, fairly and in a transparent manner in relation to individuals
- b. Purpose limitation - collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes
- c. Data minimisation - adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- d. Accuracy - accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay
- e. Storage limitation - kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;

personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals

- f. Integrity and confidentiality (security) - processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures
- g. Accountability - responsibility for personal data and compliance with the other principles

For the purposes of this policy, Article 5 (e) of the GDPR is relevant to document retention.

DOCUMENT RETENTION SCHEDULE

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Personnel		
Personnel records	3 years after employee leaves	Limitation Act 1980 (as amended)
Disciplinary/grievances	Review 6 years after last action	Management
Recruitment documents	6 months	Management
Wages records	6 years	Audit
Pension records	12 years	Superannuation
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
Members allowances register	6 years + current	Tax Limitation Act 1980 (as amended)
Audit		
Scales of fees	6 years + current	Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books	6 years + current	VAT
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 and tenders	6 years + current	Limitation Act 1980 (as

		amended)
Paid invoices	6 years + current	VAT
Paid cheques	6 years + current	Limitation Act 1980 (as amended)
VAT records	6 years + current year generally but 20 years for VAT on rents	VAT
Petty cash	6 years + current year	Tax, VAT, Limitation Act 1980 (as amended)
Investments	Indefinite	Audit, Management

Contracts and Procurement

Unsuccessful tenders	2 years	Audit
Successful tenders	6 years + current year	Audit

Administration

Minute books	Indefinite	Archive
Insurance policies	While valid	Management
Certificates for Insurance against Liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability Compulsory Insurance Regulations 1998 (SI. 2753), Management
Litigation	6 years after folder closure	Limitation Act 1980
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management

For Allotments

Register and plans	Indefinite	Audit, Management
Plot holder tenancy records	6 years + current year	Audit.

This Document Retention Policy will:

- Be publicised and made available for reference
- Apply to all the HKCC's records, regardless of how they are held
- Be reviewed annually, amended, adopted and re-issued as necessary
- Operate in conjunction with the HKCC's existing policies on data protection and freedom of information.