KING'S SOMBORNE PARISH COUNCIL

DOCUMENT RETENTION POLICY

1. Documents shall be retained only if required by statute or they are likely to have some historical or practical value in the future. Documents shall include files, hard copies and e-mails each of which will be assessed according to the importance and sensitivity of the information held, the durability of the medium and the need for and facilities available for access.

2. Security arrangements shall be determined by the importance and sensitivity of the information and any restrictions on or rights of access to the material shall be protected in accordance with the Data Protection Act 1998 but will be disclosable in response to data subject requests.

3. The need for and quality of back up shall respect the importance and sensitivity of the material.

4. The length of time for which documents shall be retained shall be governed by the time legal proceeding s may be brought, statutory requirements or sound management.

5. Most legal proceedings are governed by the 'Limitation Acts'. The Acts, notably the Limitation Act 1980, state that claims may not be commenced after a specified period. The specified period varies depending upon the type of claim in question and the table below sets out the limitation periods for different categories of claim.

Category	**Limitation Period**
Negligence and other Torts	6 years
Defamation	1 year
Contract	6 years or 12 years if under seal
Leases	throughout the term plus 12 years
Sums recoverable by statute	6 years
Personal injury	3 Years
To recover land	12 years
Rent	6 years
Breach of Trust	None

6. **Certain statutory provisions require the retention of documents for certain periods including:**

Document	**Minimum retention period**	**Reason**
Minute books	Indefinite	Archive
Council's Standing Orders	Until next update	Management
Registers of Members' Declarations	Until Member retires/resigns	Management
Meeting rough notes	Until minutes subsequently approved	Management

Electronic mail	Only if likely to be required for reference in an on-going situation	
Hard copy correspondence	as above	
Scales of fees and charges	5 years	Management
Receipts and payments accounts	Indefinite	Archive
Receipt books of all kinds	6 years	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	12 years/indefinite	Limitation
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation
VAT records	6 years	VAT
Petty cash, postage, telephone books	6 years	Tax, VAT
Timesheets	Last completed audit year	Audit
Wages records	12 years	Pensions
Insurance policies	Whilst valid	Management
Employers Liability certificate	40 years	Employers' Liability Regs 1998
Investments	Indefinite	Audit, management
Title Deeds, lease agreements	Indefinite	Audit, management
Contracts	Indefinite	Audit, management
For recreation grounds		
Hire applications	6 years	VAT
For allotments (none owned)		
Registers, plans	Indefinite	Audit, management
For Burial Grounds		
Burials register	Indefinite	Archives, Local Authorities Cemetery Order 1977/204
Purchased Graves Register	Indefinite	as above
Site layout	Indefinite	as above
Memorials Application Register	Indefinite	as above
Disposal certificates	Indefinite	as above
Copy of Exclusive Rights Certificate	Indefinite	as above

This policy was re-adopted by King's Somborne Parish Council in April 2025