

MOSTON PARISH COUNCIL

RETENTION OF DOCUMENTS POLICY 2024-2025

This Policy was approved at the meeting of Moston Parish Council on 11th September 2024

1. Retention of documents

Documents should be retained for audit, staff management, tax liabilities, and the eventuality of legal disputes and legal proceedings. This policy indicates the appropriate minimum retention period.

2. Retention of documents for legal purposes

The below table lists the limitation periods of time where 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	None

Where the limitation periods above are longer than other periods specified in the attached annex, the documentation should be kept for the longer period specified.

3. Retention of Documents required for the Audit of Parish Councils

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 accounts	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	Tax, VAT, Limitation Act 1980 (as amended)
Investments	Indefinite	Audit, Management
Contracts and Procurement		
Unsuccessful Tenders	2 years	Audit
Successful Tenders	6 years + current	Audit
Administration		
Minute Books	Indefinite	Archive
Insurance Policies	While Valid	Management
Certificates for Insurance against Liability for employees	40 years from the date on which insurance commenced or was renewed	The Employers' Liability Compulsory Insurance Regulations 1988 (SI. 2753), Management
Litigation	6 years after folder closure	Limitation Act 1980 (as amended)
Title, deeds, leases, agreements, contracts	Indefinite	Audit, Management
For Halls, Centre, Recreation Grounds		
Application to hire, lettings diaries, copies of bills to hires, record of tickets issued	6 years + current	VAT
For Allotments		
Register and plans	Indefinite	Audit, Management
Plot holder tenancy records	6 years + current	Audit