

**CROOKHAM VILLAGE PARISH COUNCIL**

**Documents/Information held by Officers and Retention or Disposal Requirements – May 2018**

*See decode at end of Lawful Bases for processing in the Reason column.*

<b>DOCUMENT</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>REASON</b>	<b>LOCATION RETAINED</b>	<b>OFFICER RESPONSIBLE</b>	<b>DISPOSAL METHOD</b>
Minutes & Agendas	Indefinite	Statutory requirement <small>Lawful basis "C"</small>	Clerk's Office	Clerk	At regular intervals these must be taken to the Hampshire Records office for permanent safekeeping
Playground and equipment Inspection Sheets	25 years	Statutory requirement for potential claims <small>Lawful basis "C"</small>	ZCC Manager's Office or secure archive area	Centre Managers'	Bin
Accident/Incident Reports	20 years	Potential claims <small>Lawful basis "C"</small>	ZCC Managers' Office or secure archive area	Centre Managers'	Confidential Waste. List to be kept of documents disposed of to meet GDPR regs
Scales of fees and charges	6 years	Management <small>Lawful basis "B"</small>	ZCC Managers' Office or secure archive area	Centre Managers'	Bin
Receipt & payment accounts	Indefinite	Archive <small>Lawful basis "B"</small>	RFO's office or ZCC secure archive area	RFO	N/A
Receipt books of all kinds	6 years	VAT <small>Lawful basis "B"</small>	RFO'S office or ZCC secure archive area	RFO	Bin

Bank statements including deposit/savings accounts	One year after the Audited period	Audit <i>Lawful basis "C &amp; B"</i>	RFO'S office or ZCC secure archive area	RFO	Confidential waste
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Bank paying books	Last completed audit year	Audit <i>Lawful basis "C &amp; B"</i>	RFO'S office or ZCC secure archive area	RFO	Confidential waste
Cheque book stubs	Last completed audit year	Audit <i>Lawful basis "C &amp; B"</i>	RFO'S office or ZCC secure archive area	RFO	Confidential waste
Quotations and Tenders	6 years	Limitation Act 1980 (as amended) <i>Lawful basis "C"</i>	Clerk's Office	Clerk	Confidential waste. List to be kept of documents disposed of to meet GDPR regs
Paid invoices	6 years	VAT <i>Lawful basis "C &amp; B"</i>	RFO's Office or ZCC secure archive area	RFO	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended) <i>Lawful basis "C"</i>	RFO's Office or ZCC secure archive area	RFO	Confidential waste
VAT records	6 years generally but 20 for vat on rents	VAT <i>Lawful basis "C"</i>	RFO's Office or ZCC secure archive area	RFO	Confidential waste

Petty cash and postage	6 years	Tax, VAT Limitation Act 1980 (as amended) Lawful basis "C"	RFO's Office or ZCC secure archive area	RFO	Confidential waste
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DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	OFFICER RESPONSIBLE	DISPOSAL METHOD
Wages books/ Payroll	12 Years	Superannuation (pensions) Lawful basis "C & B"	RFO's Office or ZCC secure archive area	RFO	Confidential waste
Insurance policies	While valid (but refer to two items below)	Management Lawful basis "B"	RFO's Office or ZCC secure archive area	RFO	Bin At meeting it was suggested that this go on the RFO's one drive
Insurance company names and policy numbers	Indefinite	Management Lawful basis "B"	RFO's Office or ZCC secure archive area	RFO	Retain details of companies and policy numbers At meeting it was suggested that this go on the RFO's one drive
Certificates for insurance against liability for employees	40 years from date of insurance or renewal	The Employers' Liability (Compulsory Ins) Regs 1988 (S1 2753) Lawful basis "C & B"	RFO's Office or ZCC secure archive area	RFO	Bin At meeting it was suggested that this go on the RFO's one drive

Title deeds, leases, agreements,	Indefinite	Audit, Management <small>Lawful basis "C"</small>	Clerk's Office also scanned documents in ZCC secure archive area	Clerk	N/A At meeting it was suggested that the CVPC elect to put all of these on the Land Registry records		
Contracts	3 years after expiry	<small>Lawful basis "B"</small>	RFO	RFO			
<b>DOCUMENT</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>REASON</b>	<b>LOCATION RETAINED</b>	<b>OFFICER RESPONSIBLE</b>	<b>DISPOSAL METHOD</b>		
Members allowances and DPIs	6 years	Tax Limitation Act 1980 (as amended) <small>Lawful basis "C"</small>	Clerk's Office	Clerk	Currently Members do not claim an allowance. DPI's to be shredded.		
Hard copies of journals, circulars etc	Circulated to Members and binned upon return to Clerk		Clerk's Office	Clerk	Bin		
Magazines and journals	None produced	The Legal Deposit Libraries Act 2003 requires a local council from 1 <sup>st</sup> February 2004 to deliver a copy of all to the British Library Board					
General correspondence	Paper and electronic should be kept for as long as needed for reference or accountability; to comply with	Management	Relevant Officer	Clerk RFO Centre Managers	Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of GDPR		

	regulatory requirements or to protect legal and other rights and interests				
<b>DOCUMENT</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>REASON</b>	<b>LOCATION RETAINED</b>	<b>OFFICER RESPONSIBLE</b>	<b>DISPOSAL METHOD</b>
Correspondence relating to staff	If related to Audit see sections above. Personal data should not be kept for longer than is necessary for the purpose for which it was held.	After an employment has ended a Council may need to retain and access staff records for former staff for the purpose of giving references, <small>Lawful basis "C &amp; B"</small>	Clerk's Office and RFO's Office in relation to salaries etc	Clerk RFO	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
	Likely time limits for tribunal claims between 3 – 6 months. Recommend this period be 3 years	Payment of tax, national insurance contributions and pensions and in respect of any related legal claims made against			

		the Council			
	<p><b>Documents from legal matters, negligence and other Torts</b> (a tort, in common law jurisdictions, is a civil wrong that causes someone else to suffer loss or harm resulting in legal liability for the person who commits the tortious act.)</p> <p>Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories.</p> <p><b>If in doubt, keep for the longest of the three limitation periods.</b></p>				
DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	OFFICER RESPONSIBLE	DISPOSAL METHOD
Negligence	6 years		Clerk's Office	Clerk	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Defamation	1 year		Clerk's Office	Clerk	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR .
<b>FOR HALLS, CENTRES, RECREATION GROUNDS</b>					
<ul style="list-style-type: none"> <li>Application to hire</li> <li>Invoices</li> </ul>	6 years	VAT	ZCC Managers' Office and/or RFO's Office	<p>ZCC Managers</p> <p>RFO Lawful basis "B"</p>	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR
Neighbourhood Plan & Parish Plan	Indefinite – final adopted plan Indefinite	Historical purpose	ZCC archive secure storage	Clerk	N/A

CCTV					
Daily notes	Daily	Data protection	ZCC Managers' Office	Centre Managers'	Confidential waste
Review requests for looking at footage	3 years	Data protection Record when and why	ZCC Managers' Office By appointment	Centre Managers'	Confidential waste

## The Lawful Bases For Processing

The lawful bases for processing are set out in Article 6 of the GDPR. At least one of these must apply whenever you process personal data:

- (a) Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.
- (b) Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- (c) Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations).
- (d) Vital interests:** the processing is necessary to protect someone's life.
- (e) Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- (f) Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)