

BEAN PARISH COUNCIL

Appendix A: List of Documents for Retention or Disposal

Approved 9 March 2026

Document	Minimum Retention Period	Reason	Disposal
Minutes	Indefinite	Archive	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they should be archived and deposited with the Higher Authority
Agenda	Indefinite	Only if minutes have not been retained	If minutes retained bin 9shred (confidential waste)
Accident/incident reports	20 years	Potential claims	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of GDPR
Scales of fees and charges	6 years	Management	Bin
Receipt and payment accounts	Indefinite	Archive	N/A
Receipt books of all kinds	6 years	VAT	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Confidential Waste
Bank paying-in books	Last completed audit year	Audit	Confidential Waste
Cheque book stubs	Last completed audit year	Audit	Confidential Waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR
Paid invoices	6 years	VAT	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Confidential waste

Document	Minimum Retention Period	Reason	Disposal
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Bin
Wages books/payroll	12 years	Superannuation	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Bin
Insurance company names and policy numbers	Indefinite	Management	N/A
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	Bin
Investments	Indefinite	Audit, Management	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR
Declarations of acceptance of office	Term of Office + 1 Year	Management	Bin
Members' Register of Interests Forms	Term of Office + 1 Year	Management	Confidential Waste
Electoral Register (received electronically)	1 year (once new one is issued destroy previous)	Management	Delete electronic file
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Bin
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).	N/A

Magazines and journals	Council may wish to keep its own publications. For others retain for as long as they are useful and relevant.	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitutes materials which the British Library holds	Bin if applicable.
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management	Bin (shred confidential waste). A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months. Recommend this period be for 3 years	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.

Recreation Ground & Beacon Woods			
Park equipment inspection reports	21 years		
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management	Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Beacon Woods Lease	Indefinite	Audit, Management	N/A
Bean Village Hall			
Applications to Hire	6 years	Management	Confidential waste.
Lettings Diaries	6 years	1 year (once new one is issued destroy previous)	Confidential waste.
Gas Safety Inspection	Indefinite	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	
PAT testing record	Indefinite	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	
Fire extinguisher checks	Indefinite	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	
For Allotments			
Register and plans	Indefinite	Audit, Management	N/A
Minutes	Indefinite	Held by Bean Allotment Association	N/A
Legal papers	Indefinite	Audit, Management	N/A
Documents from legal matters, negligence and other torts			
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 If in doubt, keep for the longest of the three limitation periods			
Negligence	6 Years		Confidential waste. A list will be kept of those documents

			disposed of to meet the requirements of the GDPR.
Defamation	1 year		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR
Leases	12 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR
Sums recoverable by statute	6 years		Confidential waste.
Personal injury	3 years		Confidential waste.
To recover land	12 years		Confidential waste.
Rent	6 years		Confidential waste.
Breach of trust	None		Confidential waste.
Trust deeds	Indefinite		N/A
Electronic			
Emails	2 years 6-7 years	General correspondence Financial, legal, or employment-related to comply with audit and GDPR regulations Emails should be stored on secure, official council domains	Regular, secure deletion of non-essential, or spam messages to meet accountability standards

Councillor emails

Councillor email accounts will be deactivated as soon as possible after the resignation and will be deleted two months after resignation.

Planning Applications

All planning applications and relevant decision notices are available at Dartford Borough Council. There is no requirement to retain duplicates locally.

All Parish Council recommendations in connection with these applications are recorded in the Council Minutes and are retained indefinitely and are held on the Dartford Borough Council Planning Portal.

Correspondence received in connection with applications will be retained as stated above.

To be used in conjunction with the Document Retention and Disposal Policy adopted by the Council at a meeting on 9 March 2026 to be reviewed in two years or sooner should circumstance or legislation dictate.

Disposal of Electrical Hardware

IT equipment and devices that have the ability and capability to store personal data include:

- PC's
- Laptops
- Mobile Phones
- Multi-Functional Devices – printers / scanners
- Servers • USB Memory Sticks and external hard drives.

IT equipment disposal must be managed by the Chair in conjunction with the Clerk.

All computer equipment, recycling or refurbishing must be disposed of in accordance with the Waste Electric and Electronic Equipment Regulations 2013.