

Lower Hardres & Nackington Parish Council
GDPR Implementation & Compliance
Data Retention Policy Document
Compiled – Mike Taylor – August 2018

Data Retention shall be as follows:-

1. Retention of Data by Parish Council

DOCUMENT	MINIMUM RETENTION	PERIOD	REASON
Minute books		Indefinite	Archive
Scales of fees and charges		6 years	Management
Receipt and payment account(s)		Indefinite	Archive
Receipt books of all kinds		6 years	VAT
Bank statements, including deposit/savings accounts		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	Limitation Act 1980 (as amended)
Paid invoices		6 years	VAT
Paid cheques		6 years	Limitation Act 1980 (as amended)
VAT records		6 years generally but 20 years for VAT on rents	VAT

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Retention of Data by Parish Council (cont.)

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Petty cash, postage & tele books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
Wages books	12 years	Superannuation
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 Mgmt)
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 As amended)

2. Retention of Data in respect of Halls, Centre, Recreation Grounds

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Application to hire	6 years	VAT
Lettings diaries	6 years	VAT
Copies of bills to hires	6 years	VAT
Record of tickets issued	6 years	VAT

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3. Retention of Data in respect of Allotments

<u>DOCUMENT</u>	<u>MINIMUM RETENTION</u>	<u>PERIOD</u>	<u>REASON</u>
Register and plans		Indefinite	Audit, Management

4. Retention of Data in respect of Burial Grounds

<u>DOCUMENT</u>	<u>MINIMUM RETENTION</u>	<u>PERIOD</u>	<u>REASON</u>
Register of fees collected		Indefinite	Archives, Local Authorities Cemeteries Order 1977 SI 204)
Register of burials		Indefinite	
Register of purchased graves		Indefinite	
Register/plan of grave spaces		Indefinite	
Register of memorials		Indefinite	
Applications for interment		Indefinite	
Applications for right to erect Memorials		Indefinite	
Disposal certificates		Indefinite	
Copy certificates of grant of exclusive right of burial		Indefinite	