Spooner Row Community Council Document Retention Schedule

1. Governance and Meetings

Document	Minimum Retention Period	Legal / Guidance Reference	Notes
Signed minutes of council and committee meetings	**Permanent**	Local Government Act 1972, Sch.12, para.41(1)	Legal record of council decisions; must be kept indefinitely.
Draft minutes	Until the date of confirmation of the minutes	Best practice	Once signed minutes are approved, drafts can be destroyed.
Agendas	Until no longer required for administrative purposes (recommended: 6 years)	NALC LTN 40; Transparency Code 2015	Agendas are the formal notice of business. Keep at least through the audit cycle. Many councils keep agendas permanently with minutes.
Reports and other documents circulated with agendas ("meeting papers")	6 years (minimum)	NALC LTN 40; Limitation Act 1980 (6 years)	Keep as part of audit and accountability. May be destroyed if their substance is fully recorded in signed minutes.
Background working papers / rough notes	Until minutes are approved and audit requirements satisfied	Best practice	Not part of the official record.

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2. Finance and Audit

Document	Minimum Retention Period	Legal / Guidance Reference
Receipt and payment accounts	Permanent	LTN 40
Bank statements, paying-in books, cheque book stubs	Last completed audit year	LTN 40

Paid invoices, receipts, quotations, tenders	6 years	VAT Act 1994; Limitation Act 1980
VAT records	6 years (20 years for rents)	HMRC VAT Notices

Document	**Minimum Retention Period**	**Legal / Guidance Reference**
Wages records, salary details	12 years	Taxes Management Act; Superannuation legislation
Timesheets	3 years	Limitation Act 1980 (personal injury claims)
Insurance policies	While valid for potential claims	Limitation Act 1980
Employers' liability insurance certificates	40 years	Employers' Liability (Compulsory Insurance) Regulations 1998

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3. Land, Property and Assets

Document	**Minimum Retention Period**	**Legal / Guidance Reference**
Title deeds, leases, agreements, contracts	Permanent	Limitation Act 1980
Asset registers	Permanent	Audit requirement
Scales of fees and charges	6 years	Management

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4. Burial, Allotments, and Community Facilities

Document	**Minimum Retention Period**	**Legal / Guidance Reference**
Burial registers, grave plans, memorial applications	Permanent	Local Authorities' Cemeteries Order 1977
Allotment registers and plans	Permanent	Audit / management

Hire agreements, lettings diaries, copies of bills to hirers	6 years	VAT Act 1994

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5. Personnel

Document	Minimum Retention Period	Legal / Guidance Reference
Staff employment contracts	6 years after cessation	Limitation Act 1980

Document	Minimum Retention Period	Legal / Guidance Reference
Staff records (general)	6 years after employment ends	Limitation Act 1980
Pension records	12 years	Pensions Act
Job applications (unsuccessful)	6 months	Equality Act 2010 (defence against discrimination claims)



Summary on Agendas and Papers

- **Agendas**: Lawful documents forming part of the statutory meeting process. Retain at least 6 years (audit cycle). Best practice: keep with minutes indefinitely.
- **Reports / papers**: Retain 6 years in case of legal challenge or audit query. Permanent retention only if they relate to major decisions (planning, assets, contracts).
- **Minutes**: Permanent legal record.