

<b>Blackwater and Hawley Town Council</b>				
<b>General Data Protection Regulation (GDPR)</b>				
<b>Documents Retention/Disposal</b>				
<b>Effective 14th May 2018</b>				
<b>Document</b>	<b>Minimum</b>	<b>Reason</b>	<b>Location</b>	<b>Disposal</b>
	<b>Retention Period</b>		<b>Retained</b>	
Minutes	Indefinite	Historical record	Admin or stationery office	Not disposed of. Archived in office separate site
Agendas	Indefinite	Historical record	Admin or stationery office	Not disposed of. Archived in office separate site
Year-end audited accounts	6 years	Historical record Vat record	Admin or stationery office	Confidential waste to be generally listed
Bank statements	6 years	Audit	Admin or stationery office	Confidential waste to be generally listed
Paying-in books	Latest completed audit	Audit	Admin or stationery office	Confidential waste to be generally listed
Cheque books	Latest completed audit	Audit	Admin or stationery office	Confidential waste to be generally listed
Paid invoices	6 years	Audit/Vat record	Admin or stationery office	Confidential waste to be generally listed
Hirer forms/invoices	6 years	Audit/Vat record	Admin or stationery office	Confidential waste to be generally listed
Gym user documents	6 years	Audit/Vat record	Admin or stationery office	Confidential waste to be generally listed
Vat records	6 years	Audit/Vat record	Admin or stationery office	Confidential waste to be generally listed
Petty cash	6 years	Audit/Vat record	Admin or stationery office	Confidential waste to be generally listed
Payroll records	6 years	Audit/HMRC	Admin or stationery office	Confidential waste to be generally listed

Title deeds, leases	Indefinite	Historical record	Admin/stationery office (secure safe)	Not disposed of.	
Historical indenture	Indefinite	Historical record	Winchester records office	Not disposed of.	
Parish historical information	Indefinite	Historical record	Archive office separate site	Not disposed of.	
Burial records	Indefinite	Legal and historical record	Admin or stationery office	Not disposed of.	
Planning responses	6 years	Management	Admin or stationery office	Confidential waste to be generally listed	
	District planning authority is responsible for planning records				
Play area inspection reports	6 years	Historical claims	Admin or stationery office	Confidential waste to be generally listed	
Accident/incident reports	6 years	Potential claims	Admin or stationery office	Confidential waste to be generally listed	
Correspondence	For as long as it is needed for reference or accountability purposes	Management	Admin or stationery office	Confidential waste to be generally listed	