2026	Hambledon Parish Council's Document Retention and Disposal Schedule			
Document Group	**Record Type**	**Statutory / Legal Basis**	**Minimum Retention Period**	**Action / Outcome**
Governance	Signed Minutes of Council Meetings	Local Government Act 1972 s.228	Indefinite (Permanent)	Archive permanently with the County Archive Service
Governance	Agendas of meetings	Management review	5 years	Destroy safely
Governance	Councillors Declarations of Acceptance of Office	Local Government Act 1972	6 years after term ends	Destroy safely
Governance	Councillors Registers of Members Interests	Localism Act 2011	6 years after term ends	Destroy safely
Finance	Annual Audited Accounts	Management / Audit requirement	Indefinite (Permanent)	Archive permanently
Finance	Invoices / Receipts / Cash books	Vat Act 1994 / Limitation Act 1980	6 years	Destroy safely
Finance	Bank Statements & Reconciliation sheets	Limitation Act 1980	6 years	Destroy safely
Finance	Cheque book stubs & Paying-in slips	Audit requirement	last completed audit + 1 year	Destroy safely
Finance	Direct Debit mandates	Audit requirement	last completed audit + 1 year	Destroy safely
Finance	VAT Records & Returns	Vat Act 1994	6 years	Destroy safely
Finance	Precept forms / Budget worksheets	Management requirement	6 years	Destroy safely
Administration	General Correspondence	Management review	3 years	Review and destroy unless historically significant
Administration	Complaints records	Limitation Act 1980	6 years after resolution	Destroy safely
Administration	Insurance Policies	Management	While valid	Destroy safetly
Administration	Insurance claims (Employers Liability)	Management / Health and Safety	6 years	Destroy safely
Administration	Insurance claims (Public Liability / Property)	Limitation Act 1980	6 years	Destroy safely
Administration	Risk Assessments	Management / Health and Safety	6 years	Destroy safely
Assets & Property	Title Deeds / Leases / Contracts / Land Registry	Property law / Management	Indefinite (Permanent)	Archive permanently
Assets & Property	Asset Register / Inventory of properties	Audit requirement / Local Government Act 1972	Indefinite (Permanent)	Archive permanently
Assets & Property	Planning Application Consultations / Responses	Town and Country Planning Act 1990	Until decision or appeal is finalised	Destroy safely (Core decisions recorded in minutes)
Human Resources	Staff Personnel Files / Employment Records	Limitation Act 1980 / Employment Law	6 years after employment ends	Destroy safely
Human Resources	Salary / Wages / Payroll records / P60s	Taxes Management Act 1970	6 years	Destroy safely