



DOCUMENT RETENTION POLICY

1 Introduction

This policy sets out how long records and information will normally be held by us and when that information will be confidentially destroyed.

2 Responsibility

The Data Officer is responsible for implementing and monitoring compliance with this policy. They will undertake an annual review of this policy to verify that it is in effective operation.

3 Our Process

Information (hard copy and electronic) will be retained for at least the period specified in our Records retention schedule.

All information must be reviewed before destruction to determine whether there are special factors that mean destruction should be delayed, such as potential litigation, complaints or grievances.

Hard copy and electronically-held documents and information must be deleted at the end of the retention period. Hard copy documents and information must be disposed of by placing in the confidential waste bin.

Records Retention Schedule

| <u>Record</u> | <u>Action</u> | <u>Minimum Retention Period</u> | <u>Reason</u> |
|--|---------------|---------------------------------|---------------|
| Administration | | | |
| Signed Minutes of Council Committee meetings | P | Indefinite | Archives |
| Agendas | P | Bind with relevant minutes | Archives |
| Draft Minutes | D | Destroy when minutes approved | |
| Procedural Standing Orders and Terms of Reference | P | Indefinite | Archives |
| Councillors' declarations of Office | P | Term of Office plus 1 year | Archives |
| Byelaws and Orders | P | Indefinite | Audit |
| Title Deeds | P | Indefinite | Audit |
| Property registers | P | Indefinite | Audit |
| Maps, plans and surveys of property owned by the Council | P | Indefinite | Archives |

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|--|---|---|----------------------------|
| Correspondence and papers on important local issues | P | Indefinite | Archives |
| Contracts | P | Indefinite | Audit |
| Successful tenders (over £25K) | R | 12 years | Limitation Act |
| Unsuccessful tenders (over £25k) | D | 3 years | |
| Routine correspondence, papers and emails | D | Retain as long as useful | |
| Insurance Policies | P | Indefinite | Archives |
| Finance | | | |
| Income and Expenditure records | P | Indefinite | Archives |
| Investments | P | Indefinite | Archives |
| Financial Returns to External Auditor | D | 7 Years | |
| Internal Auditor Reports | D | 7 years | Audit |
| Bank Statements, including savings accounts | D | 7 years | Audit, VAT |
| Bank Paying in books and cheque book stubs | D | 7 years | Audit, |
| Paid Invoices | D | 7 years | Audit |
| VAT Records | D | 7 years | Audit |
| Index for Hire Charges | D | Review every two years – rolling document with 5-year history | |
| Payroll Records | D | 12 years | Pension/Legal |
| Property | | | |
| Asset Register | D | Continuously updated but saved Annually | |
| Planning | | | |
| Planning Applications and related papers where permission is granted | D | Destroy when development is completed | |
| Planning Applications and related papers where permission is refused | D | Destroy once the period for lodging an appeal is over | |
| Planning Applications and related papers where permission is refused on Appeal | P | Retain the decision letter | |
| Health and Safety | | | |
| Accident Book | P | Dependant on age and type of accident – Indefinite | Legal |
| Equipment Inspection Records | P | Indefinite | Legal |
| Risk Assessments | P | indefinite | Legal |
| Human Resources | | | Legal |
| Application Forms (interviews & Unsuccessful) | D | 6 Months | Recommended /non-statutory |
| Disciplinary Records | D | Retain for length of employment | Recommended /non-statutory |
| Personal Files (not Payroll) | D | 5 Years | Recommended /non-statutory |
| Miscellaneous | | | |

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|--|---|----------------------------|--|
| Complaints | D | Retain as long as relevant | |
| Public Consultations/Surveys/returns | D | Retain as long as useful | |
| Reports /Newsletters from other bodies | D | Retain as long as useful | |

Key: P= Preserve permanently R=Review D=Destroy

| Document History | | |
|------------------------------------|-------------|----------------|
| Status | Date | Version |
| Drafted by Parish Clerk | 01/07/2016 | 1 |
| Review Finance Committee | 12/09/2016 | 1 |
| Draft to Parish Council for Debate | 07/11/2016 | 2 |
| Approved | 07/11/2016 | 2 |
| Reviewed by Clerk (GDPR) | 30/05/2018 | 3 |
| Approved by Parish Council | 03/07/2018 | 3 |
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