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Retention and Destruction Policy

Document History

Draft Created by Cllr Davison and Office Staff DM	01.04.22
Reviewed by council for adoption at Main Meeting	04.05.22
Policy updated (see meeting notes & residents' complaints)	05.12.22
HR Committee Updated	14.12.22

Retention and Destruction Policy.

1.0 Introduction

1.1 The guidelines set out in this document supports Stantonbury Parish Council Data Protection Policy and assists us in compliance with the Freedom of Information Act 2000, the General Data Protection Regulation & The Data Protection Act 2018 and other associated legislation.

1.2 It is important that Stantonbury Parish Council has in place arrangements for the retention and disposal of documents necessary for the adequate management of services in undertaking its responsibilities. This policy sets out the minimum requirements for the retention of documents and sets out the requirements for the disposal of documents. However, it is important to note that this is a live document and will be updated on a regular basis.

1.3 Stantonbury Parish Council will ensure that information is not kept for longer than is necessary and will retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

2.0 Authority

The Proper Officer has the authority to delegate the deletion of documents no longer required.

The Proper Officer will obtain formal approval of the Parish Council before records of a sensitive or confidential nature are deleted or destroyed.

3.0 Documents

Appendix A details the type of documents affected by this policy. The list is not exhaustive and will be amended as required and with approval of the Council.

4.0 Sensitive Documents

All physical documents that are sensitive, confidential or refer to individuals, and are no longer required for administrative reasons, will be shredded or otherwise destroyed before disposal.

Appendix A

Records Retention and Destruction Policy – April 2022.

Administrative			
Items	Retain	Action on Anniversary	
Signed council and committee minutes	Indefinite	Preserve	Common practice
Draft minutes / Meeting Notes	Until the date of confirmation of the minutes	Destroy	Operational
Agendas	Until there is no longer an administrative requirement	Destroy	Operational

Recordings of Meetings	Twelve months unless specified otherwise by the Council	Erase and destroy copies	Operational
Councillor and staff emails	Twelve months unless designated confidential	Erase and Destroy Copies	Operational
Physical Correspondence	Once scanned – retain for 6 months	Destroy	Operational
Instant Messages (social media)	Until there is no longer an administrative requirement	Destroy	Operational
Reports and other documents circulated with agendas	Until there is no longer an administrative requirement	Review/Destroy	Common practice
Councillors' declarations of office	4 years or until they vacate office	Destroy	Operational
Register of electors	1 Year	Destroy	Copies already in existence
Byelaws and orders	Preserve one of each copy and archive once they become inactive	Preserve	Common practice
Policy documents	Until there is no longer an administrative requirement	Review/Destroy	Operational
Planning applications and related papers for major controversial developments	Until there is no longer an administrative requirement	Review / Destroy	Operational
Planning applications for minor works where permission is refused	6 years	Destroy	Limitation Act 1980
Residential planning applications	Until there is no longer an administrative requirement	Review / Destroy	Operational
Meetings and receptions sign in sheets	2 years	Destroy	Operational
Correspondence and papers on important local issues or activities	Until there is no longer an administrative requirement	Review/Destroy	Operational
Assets / Building maintenance / Security			
Title deeds more than 100 years old	Indefinite	Preserve	Common practice
Title deeds less than 100 years old	Indefinite	Review	Common practice
Property registers and terriers	Indefinite	Preserve	Common practice
CCTV Recording	30 Days / Until there is no longer an administrative requirement	Destroy	Common practice
Maps, plans, and surveys of property owned by the council	Indefinite	Preserve	Common practice
Health and Safety Records	6 years	Destroy	Operational
Plant and equipment servicing and maintenance records	6 years	Destroy	Operational
Village/parish appraisals, plans, projects and supporting papers	Until there is no longer an administrative requirement	Review/Destroy	Operational
Asbestos Record for premises and property	40 years	Review / Destroy	Employers Liability (Compulsory

			Insurance) Act 1969
Risk assessments	Once superseded by a new risk assessment or once inactive	Destroy	Operational
Vehicle maintenance and registration records (MOT, V5, Service)	2 years after vehicle disposed of	Destroy	Operational
Machinery inspection tests (PAT Equipment calibration etc) *Service every 2 years*	2 years	Destroy	Operational
Kitchen (PAT Equipment) *Service every 1 year*			
Staff			
Personnel files Application form References Annual Leave Sick Records Unpaid Leave / special leave Overtime forms Training records	For duration of employment + 5 years	Download from HR provider for duration of retention then Destroy	Risk of investigation regarding any future litigation
Unsuccessful applications forms	12 months	Destroy	Operational
Staff attendance records	3 years	Destroy	Operational
Accident Report Books	3 years	Destroy	
Disciplinary or grievance records	For duration of employment	Review / Destroy	Operational
Financial			
Receipt and payment records	Indefinite	Preserve	Operational
Annual audited accounts	6 years Hard copy	Destroy Hard Copy, retain electronic copy 15 years	Operational
Accounts and statements	6 years	Destroy	Operational
Cash and petty cash books	6 years	Destroy	Operational
Receipt books of all kinds	6 years	Destroy	Operational
Bank statements including deposit/saving accounts	6 years	Destroy Hard Copy, retain electronic copy 15 years	
Bank paying-in books	Last completed Audit year	Destroy	
Cheque book stubs	Last completed Audit year	Destroy	
Paid invoices	6 years	Destroy	VAT
Paid cheques	6 years	Destroy	Limitation Act 1980
Loans and Investment records	Indefinite	Preserve	
Precept Forms	Indefinite	Preserve	
VAT records	6 years generally but 20 years or VAT on rents	Destroy	VAT Act 1994

VAT claims	6 years Hard copy 15 Years electronic copy	Destroy Hard Copy, retain electronic copy 15 years	VAT Act 1994
Members' allowances register	6 years	Destroy	Tax, Limitation Act 1980
Grants Applications	6 years	Destroy	Operational
Scale of fees and charges	6 years	Destroy	Operational
Employers' liability insurance policies	40 years after expiry date	Destroy	Employers' Liability Act 1969 Employers' Liability Regulations 1998
Leases, agreements, contracts and wayleaves	Until there is no longer an administrative requirement	Review/destroy	Operational
Quotations and tenders (successful)	6 years	Destroy	Limitation Act 1980
Quotations and tenders (unsuccessful)	2 years	Destroy	Operational
Asset records	Indefinite	Preserve	
Risk Register and Assessment	Indefinite	Preserve	
For Hall, Centre, Recreation Grounds			
Applications to hire	6 Years	Destroy	VAT
Lettings diaries			
Copies of bills to hires			
Record of tickets issued			
Allotment			
Applications forms / details on waiting list	Until there is no longer an administrative requirement / or Resident requested to be removed	Destroy	
Agreements	Length of tenancy + 2 years	Review / Destroy	
Register and Plans	Indefinite	Audit	
Miscellaneous			
Maps created under the provision of the Rights of Way Act 1932	Archive once they become inactive	Preserve	Common practice
Papers concerning Rights of Way	Until there is no longer an administrative requirement	Destroy	Operational
Community magazines or newsletters	Until there is no longer an administrative requirement	Review / Destroy	Operational
Residents contact details for events	Destroy after event	Destroy	Operational
Residents contact details for E-Newsletter and to be Parish Guardian	Destroy after they unsubscribe	Destroy	Operational

Press cuttings	Until there is no longer an administrative requirement	Review / Destroy	Operational
Photographs	Until there is no longer an administrative requirement	Review / Destroy	Operational
FOI Complaint / Resident Complaints	2 years once replied	Destroy	Operational
Any records predating the establishment of Parish Councils (1894), e.g. poor law, surveyors of the highway, tithe maps and apportionments, enclosure awards etc.	Archive	Preserve	Common practice
Records of other bodies such as burial boards, charities, fire brigades, Home Guard unit, local society or ad hoc committee	Archive once they become inactive	Preserve	Common practice
Reports, guides, handbooks etc received from other organisations	Until there is no longer an administrative requirement	Review	Operational