

PETROCKSTOWE PARISH COUNCIL

Data Retention & Disposal Policy

This policy was adopted on 18th January 2022. Reviewed & Readopted 13th July 2023. To be review in May 2025

Introduction:

Petrockstowe Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Clerk to the Parish Council who is required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

Individual Councillors may hold records in a hard copy format or electronically at home on their computers. Councillors are strongly advised to undertake 'housekeeping' on a regular basis in line with the retention schedule. On resigning from the Council, Councillors should delete all electronic records that they hold and return all hard copy documents to the Clerk. Resigning Councillors will be asked to sign a declaration to confirm compliance. Councillors should be aware that the records they hold may be subject to the provisions of the Data Protection Act 2018, the Freedom of Information Act 2000 and the GDPR Regulations.

Retention Schedule of Documents and Records

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series which it creates during its business. This policy has also been drawn up in the context of the Data Protection Act 2018 and with other legislation or regulations affecting Parish Councils including Audit and Statutes of Limitation.

The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored.

All documents that are no longer required for administrative purposes will be shredded and disposed of.

Document	Minimum Retention	Reason
Agendas and Minutes	Indefinite	Archive
Annual Accounts	Indefinite	Archive
Annual Audit Returns	Indefinite	Archive
Bank Statements	7 years	Audit/Management
Cheque Book Stubs	Last completed audit	Audit/Management
Paying in books	Last completed audit	Management
Quotations	7 years	Audit
Paid Invoices/Salary records	7 years	Audit/VAT
Receipts	7 Years	Audit
VAT Records	7 years	Audit/VAT
Insurance Policies	5 years	Audit/Management
Certificate of Employers Liability	40 years	Audit/Legal
Certificate of Public Liability	40 years	Audit/Legal
Council Policies	Current version indefinite	Audit/Management
	Previous version 1 year	Audit/Management
Asset Register	Indefinite	Audit
Deeds and Leases	Indefinite	Audit
Declaration of acceptance of Office (Cllr)	Term of office + 1 year	Management
Members Register of Interests	Term of office + 1 year	Management
Complaints	One year after closure	Management
General Information	Three months	Management
Routine Correspondence/emails	Six months after relevant issue is completed	Management
Public Consultation, survey & returns	5 years	Management
Newsletters, press releases	As long as useful	Management
Documentation for Legal purposes (unless extended)		
Negligence	6 years	Limitation Act 1980
Defamation	1 years	Limitation Act 1980
Contract/Agreement	6 years	Limitation Act 1980
Sums recoverable	6 years	Limitation Act 1980
Rental Agreement	12 years	Limitation Act 1980
Personal injury	3 years	Limitation Act 1980
To recover land	12 years	Limitation Act 1980
Breach of Trust	None	Limitation Act 1980

Planning applications are retained by Torridge District Council. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Council minutes and are retained indefinitely. Correspondence received in connection with applications will be retained until the Parish Council has made a recommendation to Torridge District Council.