



Rusper Parish Council  
 c/o Rusper Village Stores  
 East Street  
 Rusper, RH12 4PX  
 Tel: 07380 468256  
 clerk@rusper-pc.gov.uk  
[www.rusper-pc.gov.uk](http://www.rusper-pc.gov.uk)

## Document Retention and Disposal Policy

### 1. Introduction

1.1 This policy sets out how Rusper Parish Council manages the retention, storage, and disposal of its documents and records. The aim is to ensure compliance with legal requirements, promote effective governance, and support transparency under the Freedom of Information Act 2000 (FOIA).

### 2. Purpose

- To retain necessary records for legal, financial, and administrative purposes.
- To ensure records no longer required are disposed of securely and appropriately.
- To meet the obligations of the Freedom of Information Act 2000, which gives the public a right of access to recorded information held by public bodies.

### 3. Scope

3.1 This policy applies to all documents created, received, or maintained by the Parish Council, including paper and electronic records.

### 4. Roles and Responsibilities

- The Clerk to the Council is responsible for the day-to-day management of records.
- The Council is collectively responsible for ensuring compliance with retention and disposal practices.
- All councillors and staff must follow this policy.

### 5. Retention Schedule

5.1 The following is based on best practice guidance, including from NALC, and may be adapted as necessary:

Document Type	Minimum Retention Period	Notes
Minutes (Council and Committees)	Indefinitely	Legal record of council decisions
Annual Accounts and Audit Returns	Indefinitely	FOIA and regulatory requirement
Bank Statements and Reconciliations	6 years	Limitation Act 1980
Contracts and Leases	6 years after expiry	12 years if sealed as a deed
Insurance Policies	6 years after expiry	Claims may arise after policy ends

Planning Applications (Granted)	6 years	Review local authority records if needed
Planning Applications (Refused)	1 year	
Electoral Roll	As required by Electoral Law	Controlled document
Staff Employment Records	6 years after termination	Some elements (e.g. pensions) kept longer
Correspondence (Routine)	2 years	Review annually
Email (Significant correspondence)	As per subject type	Transfer to secure system if necessary

## 6. Disposal of Documents

6.1 Documents that are no longer required will be disposed of securely:

- Paper records: shredded or incinerated.
- Digital records: permanently deleted from systems and backups.

6.2 Any records containing personal data will be destroyed in line with the Data Protection Act 2018 and UK GDPR requirements.

## 7. Freedom of Information and Access

7.1 The Parish Council will retain records in a manner that supports:

- The Council's Publication Scheme;
- Compliance with FOIA requests within statutory deadlines (normally 20 working days);
- The right of individuals to access their data under Subject Access Requests (SARs).

## 8. Review and Updates

8.1 This policy and the retention schedule will be reviewed annually or sooner if legislation or NALC guidance changes.