

## **MABE PARISH COUNCIL**

### **RETENTION POLICY**

#### **Introduction**

1. This policy should be read in conjunction with Mabe Parish Council's GDPR policy and is designed to be a reference document for all Councillors and staff with regard to the retention of electronic and hard copy documents.

#### **Destruction**

2. Any hard copy documents that require destruction should be cross cut shredded, if any Councillor does not have access to this type of shredder then the documents should be handed to the Clerk for proper destruction. This should only be done if the Councillor is sure that they are no longer required by the Council. Electronic files must not be deleted or hard copy documents destroyed without reference to the Clerk, as these may be required for future reference or archiving purposes.

#### **Policy Electronic/Hard Copy Files**

3. No electronic files should be retained on Council issued laptops or personal devices. There is secure Parish Council cloud storage for each Councillor where documents should be stored.

4. No document generated or stored by a Councillor for their use which holds personal information of a living individual or information that could be used to identify a living individual cannot be retained past where that information becomes lawful to hold. If a Councillor is in any doubt, they should seek advice from the Clerk.

#### **Planning Reports**

5. It is understood that the Planning Committee generates planning reports for use by the Council in determining whether or not a planning application should be supported by the Parish Council. These reports must not be held indefinitely, once the work to which the planning application refers has concluded they must be deleted unless there is an ongoing problem with site in question which will require future reference to the report.

6. If a planning application is not supported and subsequently turned down by Cornwall Council the reports may be held until it is clear whether an appeal or amended planning application is forthcoming as these reports will be required for reference purposes.

7. As a general rule planning reports must not be retained beyond 5 years unless the circumstances described in paragraphs 5 and 6 of this document still exist.

#### **Archiving**

8. The Clerk is responsible for the archiving of electronic and hard copy documents with Kresen Kernow as per their archiving policy. This is to be done in August of each year where there is not a Full Council meeting.

9. Documents generated by Councillors in hard copy or electronic format must be given to the Clerk to decide whether they need to form part of the Parish Council archive held at Kresen Kernow or should be destroyed in line with Kresen Kernow archiving policy.

10. Documents handed to Kresen Kernow will be handled by them in compliance with GDPR, a certificate will be issued to the Parish Council confirming that documents have been added to the archive.

To Council 14 May 2026

To be reviewed May 2027