

Appendix A: Document Retention Schedule

This Document Retention Schedule forms part of the Council's **Data Protection Policy (Adopted 27 July 2026)** and sets out how long the Council retains documents and records, and the methods for their secure disposal. It ensures compliance with UK GDPR, the Data Protection Act 2018, and statutory local-government requirements.

1. Governance Records

Document Type	Retention Period	Reason / Notes
Minutes (signed)	Permanent	Legal record; archive
Draft minutes	Until approval	Working documents
Agendas	5 years	Administrative reference
Council policies & procedures	Current version + 6 years	Governance
Councillor declarations of acceptance of office	Term of office + 6 years	Statutory
Register of members' interests	As long as member holds office	Localism Act
Parish meeting papers	5 years	Administrative

2. Financial Records

Document Type	Retention Period	Reason / Notes
Annual Accounts	Permanent	Statutory
AGAR (Annual Governance & Accountability Return)	Permanent	Statutory
Bank statements	6 years	Financial regulations
Receipts & payments records	6 years	Audit

Document Type	Retention Period	Reason / Notes
VAT records	6 years	HMRC
Contracts & tenders	6 years after end of contract	Legal reference
Insurance policies	6 years	Claims reference
Asset register	Permanent	Statutory

3. Employment Records

Document Type	Retention Period	Reason / Notes
Employee personnel files	6 years after employment ends	Limitation Act
Payroll records	6 years	HMRC
Pension records	12 years	Statutory
Recruitment records (unsuccessful applicants)	6 months	GDPR – minimisation
Training records	6 years	Administrative

4. Administrative & Operational Records

Document Type	Retention Period	Reason / Notes
General correspondence	3 years	Administrative
Complaints	6 years	Limitation Act
Freedom of Information requests	3 years	ICO guidance
Subject Access Requests	3 years	ICO guidance
Allotment tenancy agreements	Duration of tenancy + 6 years	Contract

Document Type	Retention Period	Reason / Notes
Cemetery records (if applicable)	Permanent	Statutory
Planning consultation responses	3 years	Administrative
CCTV recordings (if applicable)	30 days unless required for investigation	GDPR
Website analytics / usage data	12 months	GDPR – minimisation

5. Data Protection Records

Document Type	Retention Period	Reason / Notes
Data breach logs	6 years	ICO guidance
Records of processing activities (ROPA)	Current + 6 years	GDPR
Consent forms	Until withdrawn + 2 years	GDPR
Data processing agreements	Duration of contract + 6 years	Legal reference

6. Procurement & Contractor Records

Document Type	Retention Period	Reason / Notes
Supplier contact details	Duration of relationship + 2 years	Administrative
Quotes & tenders	6 years	Audit
Contractor agreements	Duration of contract + 6 years	Legal reference

7. Electronic Records & Backups

Document Type	Retention Period	Reason / Notes
Emails	3 years unless required longer	GDPR minimisation
Backups	Rolling 12 months	Security
Cloud-stored documents	As per category above	GDPR compliance

8. Disposal of Records

All records must be disposed of securely:

- **Paper:** cross-cut shredding or secure disposal service
- **Electronic:** permanent deletion from devices and backups
- **Special category data:** enhanced destruction procedures

The Clerk is responsible for ensuring disposal is documented and compliant with the Data Protection Policy.

9. Review

This schedule will be reviewed annually at the **Annual Meeting of the Parish Council**, or sooner if legislation or operational requirements change.