

Retention and Disposal Schedule

This schedule outlines how long the Council retains different types of records and how they are disposed of in accordance with good governance, legal requirements, and data protection principles.

Document Type	Minimum Retention Period	Final Action
Minutes (Council and Committees)	Permanent	Archive
Agendas and meeting papers	5 years	Delete/Destroy
Financial accounts and annual returns	6 years	Archive
Bank statements, cheque books, invoices	6 years	Shred
Contracts and agreements	6 years after end of contract	Review/Destroy
Payroll and tax records	6 years	Shred
Staff records (employment history)	6 years after employment ends	Shred
Insurance policies and certificates	6 years after policy expires	Review/Archive
Planning applications (responded to)	1 year after decision	Delete
Grant applications (received)	3 years	Delete
Grant applications (awarded)	6 years	Review/Archive
General correspondence	2 years (unless part of a case file)	Delete
Complaints correspondence	6 years after closure	Shred
Emails (routine)	1 year	Delete

This schedule will be reviewed every two years or when legislation or guidance changes.

Adopted by WCA Parish Council on: **DATE AND MINUTE REFERENCE**