Clyffe Pypard Parish Council

DOCUMENT RETENTION POLICY

Reference		Effective Date	30th May 2024
Author	Naomi Mildenhall (Clerk)	Review Date	2025
Status	Adopted	Last Review	
Minute reference	2024/24	Version	1

Purpose

The Parish Council should not retain documents longer than necessary. Timely disposal should be undertaken to ensure compliance with the Data Protection Act 1998 so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

This policy applies to all records and documents created, received or maintained by the Parish Council in the course of carrying out its functions. Records and documents are defined as physical or electronic pieces of information that are created, received or maintained by the Parish Council in the course of its duties that provide evidence of its decisions, activities and transactions.

Under the General Data Protection Regulation 2016/679 and Freedom of Information Act the Parish Council is required to maintain a retention schedule listing the records which its retains in the course of its business and the process for deleting or destroying records when they are no longer needed. The table below indicates the record type, minimum retention period and reasons for retention. The Parish Council is aware that some of its records have historical value and it seeks to keep these documents indefinitely.

Document	**Minimum Retention Period**	**Reason**
FINANCE		
Income and Expenditure	Indefinite	Archive
Signed Audited Accounts	Indefinite	Archive
Receipts and payments	6 years	Audit/Management
Bank Statements	Last completed Audit year	Audit/Management
Cheque book stubs	Last completed Audit year	Audit/Management
Quotes and Tenders	6 years	Audit/Management
Invoices	6 years	Audit/Management
VAT record	6 years (20 years for VAT on rent)	Audit/Management
Timesheets and overtime claims	6 years	Audit/Management
Payroll tax information relating to employees	6 years	Audit/Management
Investments	Indefinite	Audit/Management
Title Deeds, leases, agreements, contracts	Indefinite	Audit/Management

Financial Plan	Indefinite	Audit/Management
Precept Forms	Indefinite	Audit/Management
Insurance policy	While Valid	Audit/Management
Certificate of insurance against liability for employees	40 Years	Audit/Management
CORPORATE		
Minutes and reports of Council meetings	Indefinite	Archive
Minutes and reports of Committee meetings	Indefinite	Archive
Notes and reports of working groups	Indefinite	Archive
Asset Register	10 years	Audit/Management
Internal Audit reports	Indefinite	Audit/Management
Policies and procedures	While valid	Audit/Management
Risk Register	Indefinite	Audit/Management
Deeds of land and property	Indefinite	Audit/Management/Legal
Land and property rental agreements	Indefinite	Audit/Management/Legal
PERSONNEL		
Unsuccessful application Forms	6 months	Management
Unsuccessful reference requests	1 year	Management
Successful application forms and CV	For the duration of employment +6 years	Management
References received	For the duration of employment +6 years	Management
Statutory sick record	For the duration of employment +6 years	Management
Annual leave record	For the duration of employment +6 years	Management
Personnel records	For the duration of employment +6 years	Management
Councillor Personal information	While Valid	Management
Councillor GDPR sensitive information	While Valid	Management/legal
OTHER		
Information from other bodies e.g NALC, WALC, Wiltshire Council	3 months	Management
General correspondence	3 months	Management
Correspondence Relating to Staff	1 year	Management
Recruitment documents	1 year	Management
Accident Incident Reports /Accident Book	3 year	Management

Formal Complaints	1 year	Management
FOI/ subject access requests received	1 year	Management

Disposal procedure

The Clerk may wish to get formal approval of the Parish Council before records of sensitive or confidential nature are deleted or destroyed.

All documents of a sensitive, confidential, or referring to individuals when no longer required should be shredded before disposal.