



Document Retention Policy

In line with Standing Orders item 11, b. – Management of Information, the Council needs to comply with the requirements of the General Data Protection Regulations and the Freedom of Information Act.

Documents need to be retained for a sufficient period to comply with legal, financial and other statutory requirements.

This policy will ensure that there is a consistent policy for the retention and also the destruction of documents and records.

Reference to the Parish Council in this policy includes data held by individual councillors in either paper or electronic form.

TYPE OF RECORD	MINIMUM RETENTION PERIOD	REASON
GENERAL AND FINANCE		
Approved Parish Council minutes	Indefinite	Archive
Handwritten meeting minutes and notes for transcription to typed documents	Destroy once typed documents are approved.	Retain only the typed version.
Draft document	Destroy once final version produced	Management
Correspondence and General Files	If associated with any other area then retain as per this table, otherwise review annually. Records of a short-term value should be destroyed once of no further relevance.	Management/Archive
Emails	To be dealt with in the same way as other correspondence.	Management
Cloud Storage	Correspondence items in the Cloud containing personal data to be deleted once the minutes of the corresponding meeting have been approved.	Management
Register of members interests	Retain whilst a member.	Publication scheme.
Scales of fees and charges	6 years	Management
FOI information log	5 years after record is opened	Management
Details of requests made under either the General Data Protection Regulations or FoI Act.	5 years after request is received	Management
Complaints	3 years unless legal or insurance claim is pending, or as long as relevant (less if resolved satisfactorily)	Management
Information from other bodies eg NALC, LRALC, etc	As long as useful and relevant	Management

Magazines and journals	Any council published work to be delivered to the British Public Library Board. Otherwise retain as long as useful and relevant.	Legal Deposit Libraries Act 2003. Management
Personal Data	Kept no longer than is necessary for the purpose for which it is held.	GDPR
Allowances and expenses records	6 years	Tax, Limitation Act 1980
Policies and procedures	Indefinite. Superseded to be marked as such or deleted.	Management/Reference
FINANCIAL		
Receipts and payments spreadsheets	Indefinitely	archive
Receipt books of all kinds	6 years	VAT
Paid invoices	6 years	VAT/Audit
Bank Reconciliations	Quarterly statement kept with minute records	Archive/minute record
Bank Statements	6 years	Audit
Bank paying in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Cheque/payment lists	Indefinite	Minute record
Quotations and tenders	2 years/12 years/indefinite Unsuccessful tenders 2 years, successful tenders 12 years. Some instances may need to be indefinite eg legal/insurance issues.	Limitation Act 1980
Paid cheques	If returned by bank for storage – 6 years	Limitation Act 1980
VAT records	6 years	VAT
Wages and Salary Records	6 years	Management/Tax/Audit
Tax and NI records including tax code notifications, P11, P35	6 years	Tax/Audit
Pay slips/expenses	6 years	Tax/Audit
Employee letters of appointment, contracts and associated personnel records	6 years from termination of employment	Management
Budget	6 years plus the minute record to be kept indefinitely	Reference
Asset register	Current and last completed audit version	Management/reference
Title deeds, leases, agreements, contracts	Indefinitely	Audit, Management, Limitation Act 1980. Deeds lodged with solicitors.
Trust Deeds	Indefinitely	Audit, Management, Limitation Act 198. Lodge with solicitors.
Investments	Indefinitely	Audit, management
Audited annual return	Indefinitely	Archive



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Other audit documentation and correspondence	6 years	Management/auditors.
INSURANCE		
Insurance documentation including policies	6 years	To cover any claims under insurance policies. A permanent record of insurance company names and policy numbers to be retained.
Safety Inspections and Maintenance	12 years	Limitation Act 1980
PLANNING (if not received electronically)		
Planning Applications granted (non-contentious)	Until completion	Reference
Planning Applications denied/appealed, contentious granted and/or ongoing.	2 years or as long as required when ongoing	Reference
Planning Application lists	Minutes	Reference
Local Plans, Structure Plans, etc.	As long as valid	Reference

Adopted by Desford Parish Council on 20th March 2024