



Kings Worthy Parish Council

Data & Document Retention Policy

Introduction

The aims of the Retention Policy are to:

- Enable the identification of records that may be worth preserving permanently at the Hampshire Records Office, or as part of Kings Worthy Parish Council's archives.
- Ensure that records are not destroyed prematurely.
- Ensure documents are retained for a specified period to satisfy financial and/or legal requirements.
- Provide a timetable for the destruction of records that do no longer require retention.

This Retention Policy is intended to cover records and information from creation through to destruction and/or permanent retention. This Retention Policy covers all record formats, including paper, photographic and electronic. Records identified for permanent preservation can be retained in any format if evidential requirements and future retrieval is ensured.

Records identified for destruction under the Schedule may be destroyed in accordance with the provisions of the Schedule. Backup copies stored on alternative media (server/electronic storage media/paper) will also be destroyed. This is to ensure compliance with both Data Protection and Freedom of Information legislation.

Some records for permanent preservation will be passed to Hampshire Records Office, which will act as Kings Worthy Parish Council's archivist.

Adherence to this policy is important to ensure that records are retained for an adequate period of time and is not destroyed prematurely to prevent non-compliance with required legislation (with potential legal action/prosecution that may arise from this), operational difficulties, reputational damage and difficulty in defending claims made against the council.

However, this policy will layout what will happen to documentation to ensure it's timely disposal and ensure compliance with the General Data Protection Regulations, and free up limited storage space.

For information on how your information is proceed, please see the Council's Privacy and data protection policies.

Reviewing the Schedule

This Retention Policy will be reviewed on an annual basis to ensure it complies with current Data Protection and Freedom of Information Legislation.

A review of all documentation held will be undertaken on at least an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.

All employees and Councillors should be made aware of the requirements of this policy.

Record Types

The main record types that specifically relate to each purpose have been listed and retention recommendations are given for each. However, the list of record types provides major examples only and is not comprehensive. The Parish Clerk shall advise on any matters of interpretation.

For easy management of records, a list of paper documentation stored both in the Council chambers and off-site storage will be maintained. All electronic files will be saved under a relevant file name and will be periodically backed up to an off-site UK/EU cloud storage facility.

Minimum Retention Period

This column shows the minimum period for which the record should be retained before it is reviewed or destroyed.

Disposal Action

Disposal constitutes one of three actions:

- a) Destruction (D) – records will be destroyed after the specified number of years. Any paper documentation covered by GDPR, or containing legal sensitive information, will be shredded using a GDPR compliant shredder, or secure off-site destruction. Any electronic data of this nature will be properly deleted ensuring it cannot be recovered. This includes back-up copies stored on the council's backup system.
- b) Review (R) – records marked for review are records that may not have a legal requirement to be retained, but where the decision to retain/destroy is not clear and therefore requires an assessment of whether they are of administrative or historic value. This decision should be taken by the Parish Clerk, in conjunction with the Parish Council Chairman.

The content of the Parish Council's internal filing systems should be reviewed on an annual basis to ensure that any records are dealt with as per the retention policy, to remove or delete correspondence, circulars and other papers which are no longer of value and/or use. The destruction of closed files should take place in accordance with the guidelines.

The guideline for retaining general correspondence is three years; however, it may be necessary to review this correspondence for possible further retention where it is deemed necessary to instigate/conclude an action.

- c) Permanent (P), these records are permanently retained for either statutory reasons, or if they are deemed of administrative or historical significance.

Reason/Notes

Where the retention period is set, or guided by legislation, this is noted in the final column. Those records of historical interest are flagged as "archive" and are placed into permanent storage.

Document	Minimum Retention Period	Reason	Disposal Action
Administration / Financial Records			
Minutes (Full Council & Committees)	Indefinite	Archive	Original signed paper copies to be deposited at regular intervals (at least every 5-years) with Hampshire Records Office
Agendas	5 years	Management	Confidential waste – Shred or delete
Scales of fees and charges	5 years	Management	Bin
Receipt and payment accounts	Indefinite	Archive	N/A
Receipt books of all kinds	6 years	VAT	Confidential waste – Shred or delete
Bank statements (Inc. deposit/savings)	Last completed audit year	Audit	Confidential waste – Shred or delete
Bank paying-in books			Confidential waste – Shred or delete
Cheque book stubs			Confidential waste – Shred or delete
Quotations and Tenders	6 years	Limitation Act 1980 (as amended)	Confidential waste – Shred or delete
Paid invoices	6 years	VAT	Confidential waste – Shred or delete
Paid cheques	6 years	Limitation Act 1980 (as amended)	Confidential waste – Shred or delete
VAT records	6 years (20 years for VAT on rents)	VAT	Confidential waste – Shred or delete

Timesheets	3 Years	Audit (last audit year), 3 years for personal injury (best practice)	Confidential waste – Shred or delete
Wages books	12 years	Superannuation	Confidential waste – Shred or delete
Insurance policies	20 years	Management	Confidential waste – Shred or delete
Insurance policy information (company name and policy numbers)	Indefinite	Audit, Management	N/A
Certificates of insurance against liability for employees	40 years from the date on which insurance commenced/renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Confidential waste – Shred or delete
Insurance claim information (including accident records)	20 years	Management, Legal (For potential claims against the Council).	A list will be kept of these documents if they are destroyed for the purposes of complying with GDPR.
Park equipment inspection reports	21 years	Insurance (against potential claims)	Confidential waste – Shred or delete
Investments	Indefinite	Audit, Management	N/A
Title deeds, leases, agreements & contracts	Indefinite	Audit, Management	N/A
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Confidential waste – Shred or delete A list will be kept of these documents if they are destroyed for the purposes of complying with GDPR.

Information from other bodies e.g. circulars from County Associations, NALC, principal authorities	Retained for as long as relevant and useful		
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).	N/A
<i>The following 4 document types may need to be kept longer to satisfy one of the retention requirements listed above. Below is the minimum retention period for this information.</i>			
<i>Contracts</i>	<i>7 years</i>	<i>Management, Limitation Act 1980 (as amended)</i>	<i>Confidential waste – Shred or delete Shred (confidential waste)</i>
<i>Defamation</i>	<i>1 year</i>		<i>Confidential waste – Shred or delete Shred (confidential waste)</i>
<i>Negligence</i>	<i>6 years (unless required for insurance purposes)</i>	<i>Limitation Act 1980 (as amended)</i>	<i>Confidential waste – Shred or delete Shred (confidential waste)</i>
<i>Staff correspondence</i>	<i>3 years (unless needed for other purposes above).</i>	<i>Providing references, payment of tax, national insurance and pensions (see above), and in respect of any related legal claims made against the Council.</i>	<i>Confidential waste – Shred or delete A list will be kept of these documents if they are destroyed for the purposes of complying with GDPR.</i>

General correspondence	Unless it relates to a specific item above or below	Management	Bin unless Confidential waste – then shred or delete
Facilities Hire Records			
Applications for hire (including proof of insurance)	6 years	VAT	Confidential waste – Shred or delete
Letting diaries	Electronic files linked to accounts	VAT	N/A (see above)
Terms & Conditions	6 years	Management	Bin
Allotment Records			
Register and plans	Indefinite	Audit, Management	N/A
Legal papers	Indefinite	Audit, Management	N/A
Burial Ground Records			
Register of fees collected	Indefinite	Archive, Local Authorities Cemeteries Order 1977 (SI 204)	N/A
Register of interments			
Register of purchased graves			
Register/plan of grave spaces			
Register of memorials			
Applications for interment			
Applications for right to erect memorials			
Disposal certificates			
Copy of certificates of grant of exclusive right of burial			
Planning Papers			
<i>The below applies if information is not available on the relevant planning authority or inspectorate's website.</i>			

Applications including trees	1 year	Management	Bin
Appeals	1 year unless significant development	Management	Bin
Local Development Plans / Local Plans	Retained as long as in force	Reference	Bin
Local Plans	Retained as long as in force	Reference	Bin
Town / Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	Bin
CCTV			
Review requests	3 years	Data Protection	Confidential waste – Shred or delete
CCTV footage (including stills/prints)	For as long as required (if related to a criminal investigation/legal dispute); 30 days otherwise	Data Protection	Confidential waste – Shred or delete
CCTV policy & CCTV Data Protection Impact Assessments	For as long as relevant but to be reviewed annually	Management	Bin (Confidential waste – Shred or delete)