



GOOD EASTER PARISH COUNCIL DOCUMENT RETENTION POLICY

Adopted 28th November 2019
Reviewed: 29th May 2025

1. Purpose

Good Easter Parish Council recognises that the efficient management of its records is necessary to:

- support effective administration;
- comply with legal and regulatory obligations;
- meet audit requirements;
- protect important information; and
- ensure records are retained only for as long as necessary.

This policy sets out how long records should normally be retained and how they should be securely disposed of when no longer required.

2. Scope

This policy applies to all records created, received or maintained by the Council, including:

- paper records;
 - electronic records;
 - emails;
 - photographs;
 - financial records; and
 - archived documents.
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3. Responsibilities

The Council has overall responsibility for ensuring records are managed appropriately.

Day-to-day responsibility for the implementation of this policy rests with the Clerk as Proper Officer and Responsible Financial Officer.

Councillors and anyone handling Council records must ensure records are:

- stored securely;
 - retained appropriately; and
 - disposed of securely when no longer required.
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4. Relationship with Other Policies

This policy should be read alongside the Council's:

- Information & Data Protection Policy;
 - Privacy Notice;
 - Freedom of Information Policy;
 - Publication Scheme; and
 - Financial Regulations.
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5. Disposal of Records

Records containing confidential or personal information shall be disposed of securely, including by:

- shredding;
- confidential waste disposal; or
- secure electronic deletion.

A record may be kept of documents destroyed where appropriate.

No records shall be destroyed if they are:

- subject to an ongoing complaint, claim or legal dispute;
 - required for audit purposes; or
 - subject to a Freedom of Information or Subject Access Request.
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6. Retention Schedule

Finance & Accounting

Document	Retention Period	Disposal
Annual accounts and AGAR	Permanent	Archive
Asset register	Permanent	Archive
Bank statements	6 years	Secure disposal
Paying-in books	6 years	Secure disposal
Cheque book stubs	6 years	Secure disposal
VAT records and VAT claims	6 years	Secure disposal
Paid invoices	6 years	Secure disposal
Quotations and tenders	6 years	Secure disposal
Grant applications and supporting records	6 years	Secure disposal
Scales of fees and charges	6 years	Disposal/recycling
Investments and loan records	Permanent	Archive

Insurance

Document	Retention Period	Disposal
Insurance policies	6 years after expiry	Secure disposal
Employers' liability insurance certificates	40 years	Secure disposal
Accident or incident reports	20 years	Secure disposal
Risk assessments	10 years	Secure disposal

Staffing

Document	Retention Period	Disposal
Staff personnel records	6 years after employment ends	Secure disposal
Payroll records	6 years	Secure disposal
PAYE records	6 years	Secure disposal
Pension records	12 years	Secure disposal
Timesheets	Current year plus 3 years	Secure disposal
Interview notes (unsuccessful applicants)	6 months	Secure disposal

Council Meetings

Document	Retention Period	Disposal
Minutes	Permanent	Archive
Agendas	2 years	Disposal/recycling
Supporting papers	6 years	Secure disposal
Signed minutes	Permanent	Archive
Councillor notes and draft minutes	Until minutes approved	Disposal/recycling

Councillors

Document	Retention Period	Disposal
Declarations of Acceptance of Office	Term of office plus 1 year	Secure disposal
Register of Interests forms	Term of office plus 1 year	Secure disposal
Co-option applications	Term of office plus 1 year	Secure disposal
Members' allowances records	6 years	Secure disposal
Gifts and hospitality register	6 years	Secure disposal

Property & Assets

Document	Retention Period	Disposal
Title deeds	Permanent	Archive

Document	Retention Period	Disposal
Leases	Permanent	Archive
Contracts and agreements	6 years after expiry	Secure disposal
Play equipment and inspection reports	21 years	Secure disposal
Maintenance records	6 years	Secure disposal

General Records

Document	Retention Period	Disposal
Complaints records	6 years	Secure disposal
Correspondence	2 years unless significant	Disposal/recycling
Policies and procedures (superseded copies)	3 years	Disposal/recycling
Publications and newsletters	Permanent copy may be archived	Archive/disposal
Website and social media records	As required for administrative purposes	Secure deletion

7. Archiving

The Council may retain records permanently where they:

- relate to the history of the parish;
- document significant decisions or events; or
- are required for legal or audit purposes.

Archived records shall be stored securely and remain accessible where appropriate.

8. Review

This policy shall be reviewed annually or earlier if legislation or operational requirements change.