

DEENE AND DEENETHORPE PARISH COUNCIL

RECORDS RETENTION POLICY

1. Purpose and Scope

1.1 Deene and Deenethorpe Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the council. This document provides the policy framework through which this effective management can be achieved and audited.

1.2 This policy applies to all records created, received, or maintained by Deene and Deenethorpe Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Council and which are thereafter retained to provide evidence of its transactions or activities. These records may be created, received, or maintained in hard copy or electronically. A small percentage of records may be selected for permanent preservation as part of the Council's archives for historical research.

2. Responsibilities

2.1 Deene and Deenethorpe Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Parish Clerk. The Clerk will provide guidance for good records management practice and promote compliance with this policy so that information can be retrieved easily, appropriately, and securely. Individual staff, employees, and councillors must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with this policy.

3. Document Retention Schedule

Minutes

- Minutes of Council meetings: Indefinite (Reason: Statutory Archive)
- Minutes of committee meetings: Indefinite (Reason: Statutory Archive)

Employment & Personnel

- Staff employment contracts: 6 years after ceasing employment (Reason: Limitation Act 1980)
- Staff payroll and salary summaries: 12 years (Reason: Taxes Management Act / HMRC)
- Staff references (received/issued): 6 months after ceasing employment (Reason: UK GDPR Minimisation)
- Application forms (interviewed – unsuccessful): 6 months (Reason: UK GDPR Minimisation)
- Application forms (interviewed – successful): Period of employment plus 6 months

(Reason: UK GDPR Minimisation)

- Disciplinary files (expired): Period of employment plus 6 months (Reason: UK GDPR Minimisation)
- Staff appraisals and reviews: Period of employment plus 6 months (Reason: UK GDPR Minimisation)

Finance

- Receipt and payment accounts: Indefinite (Reason: Statutory Archive)
- Bank statements: 6 years (Reason: Audit / Limitation Act 1980)
- Cheque book stubs and paying-in books: 6 years (Reason: Audit / Limitation Act 1980)
- Paid invoices, receipts, and quotations: 6 years (Reason: VAT Act 1994 / HMRC)
- Paid cheques: 6 years (Reason: Limitation Act 1980)
- Core payroll records: 6 years plus current year (Reason: HMRC Statutory standard)

Insurance

- Insurance policies (expired): 6 years after policy end (Reason: Management / Potential Claims)
- Certificates for Insurance against Liability for Employees: 40 years from date of commencement/renewal (Reason: Statutory - Employers' Liability Regulations 1998)
- Certificates for Public Liability: 40 years (Reason: Statutory - Protection against latent injury claims)
- Insurance claim records: 6 years after settlement (Reason: Limitation Act 1980)

Health and Safety

- Accident books: 3 years from date of last entry, or 3 years from an affected minor's 18th birthday (Reason: Statutory - Social Security Regulations)
- Risk assessments (superseded): Once superseded plus 1 year (Reason: Operational Management)

General Management

- Councillors' contact details: Duration of membership (Reason: UK GDPR Purpose Limitation)
- Lease agreements: 12 years after expiry (Reason: Limitation Act 1980 - Specialty Contracts)
- General contracts (executed under hand): 6 years after execution (Reason: Limitation Act 1980)
- Email messages: At end of useful life / reviewed annually (Reason: UK GDPR Minimisation)
- Consent forms (General/Media): 5 years, or until consent is explicitly withdrawn (Reason: Management)
- Councillor UK GDPR Data Security Checklist & Agreement: Duration of term of office plus 6 months (Reason: Corporate Governance Accountability)

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- **Version Number:** 1.0
 - **Date Approved / Adopted:** 28/09/2026
 - **Date of Next Review:** 09/2027
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