



## Stratfield Mortimer Parish Council Record Retention Policy

### Purpose

- 1 This is the Record Retention Policy of Stratfield Mortimer Parish Council and adopts the definitions in the Council's Policy Guidance and Glossary.
- 2 In this Policy, "Data Legislation" means the Data Protection Act 2018, the Data Use and Access Act 2025, the UK General Data Protection Regulation, and the Privacy and Electronic Communications Regulations.
- 23 The Council requires a wide variety of records for transacting its business and is committed to retaining such records in a format, and for such periods of time, that enable it to (at least) meet its statutory obligations in respect of records.
- 34 In addition, this Policy seeks to:
  - ensure the security of records;
  - protect personal details and confidential data;
  - facilitate legitimate access to information;
  - optimise the use of storage space;
  - manage the associated costs of record retention; and
  - facilitate the destruction of redundant records.
- 45 The Appendix sets out the minimum retention periods for different records.

### Scope

- 56 This Policy applies to the Council's records - ~~paper~~physical and electronic.
- 7 This Policy, and the retention of records, is subject to the overarching requirements of the Data Legislation (eg in relation to the right for individuals to have certain personal data erased).
- 68 Electronic records will be subject to the same rules of retention and security as ~~paper~~physical records unless otherwise stated.
- 79 Copies of Council records held by Members are not subject to a minimum retention period, but must be destroyed ~~when either no longer required, or at the end of the Member's term of office, and~~ in accordance with the Disposal Part below:
  - where required by the Data Legislation;
  - when no longer required; or
  - at the end of the Member's term of office.
- 810 The Clerk is responsible for the implementation of the Policy.

911 Records subject to a statutory period of retention are identified by their associated legislation in the Appendix.

## Storage

12 Records that are required to be retained in a physical format (contracts, leases, deeds, etc) shall be copied to an electronic format before being stored in accordance with the Appendix.

13 Other physical records may be copied to an electronic format and then destroyed if that is the most convenient way of storing them.

## Security

1014 ~~Hard copy~~Physical records containing personal and/or sensitive information will be kept in lockable storage.

1115 Electronic records shall be stored on media which is password protected. The rules relating to passwords set out in the System Security Part of the Council's Financial Regulations shall be applicable to passwords relating to electronic records held in accordance with this Policy.

## Disposal

1216 Redundant records may be destroyed in order to reduce the cost of storage, indexing and handling.

1317 ~~Hard copies of~~Physical records containing personal and/or confidential information will be cross shredded and disposed of as confidential waste.

1418 Other physical ~~documents~~records will be shredded or recycled as appropriate.

1519 Electronic records containing personal and confidential information will be securely deleted.

1620 Prior to disposing of computer hardware, memories and ~~disks~~data storage will be fully wiped.

## Appendix

Category	Record	<del>Electronic/ Hard Copy</del>	Minimum Retention Period	Processing Purpose
ADMINISTRATION	Annual Parish Award	H	Three years	Management
	<u>Applications to Council</u>		<u>Six months from date of application</u>	<u>Management</u>
	Complaints: No resulting policy change Resulting in a policy change	<del>E/H</del>	Three years from last action Five years from last action	Legal obligation
	Consultation Results	<del>E/H</del>	Five years from exercise	Consent
	<del>Co-option applications and results</del>	<del>E/H</del>	<del>6 months from date of co-option</del>	<del>Management</del>
	Correspondence & emails - general	<del>E/H</del>	Until no longer required	Management
	Correspondence & emails - other	<del>E/H</del>	At least six years, then until no longer required	Limitation Act 1980 / Management
	Councillor email accounts	-	One year following end of term of office	Management
	Historical Information	H	Indefinite	Historical purposes
	Information from other bodies	<del>H/E</del>	Until no longer required	Management
	Newsletters	H	Indefinite	Interest
	Parish Plans/NDP – final copy	<del>E/H</del>	Indefinite	Management & historical purposes
	Planning <u>documents</u>	E	Until no longer required	Information is held by Planning Authority

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	Policies /Procedures	E/H	Until revised copy is available	Management & Audit
	Register of Electors	E/H	Until no longer required	Management
	Risk Assessments	E	Until reviewed and updated	Management
	Speed Watch Data	E	As soon as uploaded to the Community SpeedWatch portal	Management
<b>AUDIT AND FINANCE</b>	Asset Register	E	Indefinite	Management & Audit
	Bank Paying-in Book	H	Last completed audit year	Audit
	Bank Statements	H	Last completed audit year	Audit
	Cheque Book Stubbs	H	Last completed audit year	Audit
	Hire Forms	E/H	Six years	Audit/VAT
	Internal/External Audit Report and Returns	H	Indefinite	Legal
	Lettings diaries	H	Six years	Audit/VAT
	Paid invoices	H	Six years from when the relevant accounts are submitted.	Audit/VAT
	Receipt and Payment Accounts	H/E	Indefinite	
	Scale of fees/charges	E	Six years from when the relevant accounts are submitted.	Audit/VAT
	VAT Records	H	Six years from when the relevant accounts are submitted, but 20 years for VAT on rents	Audit/VAT
<b>BURIAL GROUNDS</b>	Register of: Burials Purchased Graves	E/H	Indefinite	Archives, Local Authorities

	Register/plan of grave spaces Memorials Applications for internment Applications for right to erect memorials Disposal certificates Copy certificates of grant of exclusive right of burial			Cemeteries Order 1977
<b>COMMITTEES</b>	Agendas	H/E	Once finished with	Management – no current obligation
	Meeting Papers	H E	Once finished with Six years/until no longer needed	Management
	Meeting Recordings	E	Until minutes have been approved	No current obligation
	Minutes - approved	H E	Indefinite Six years	Statutory No current obligation
	Minutes - draft	H	Until minutes have been approved	Management
<b>PERSONNEL</b>	Recruitment records for unsuccessful candidates	H	Six months after candidate has been notified	Equality Act 2010
	Staff employment records	E/H	Duration of Employment plus seven years	Contract
	Staff leave and absence	E	Two years after action completed	Contract and management
	Staff pension records	H	Six years from date of last pension payment	Legal/Audit
	Staff payroll records	H	Six years from when the relevant accounts are submitted	Tax/Audit
	Time sheets	H	Three years	Audit

			Personal Injury Limitation Act 1980
<u>PURCHASE MANAGEMENT</u>	<u>Contracts</u>	<u>Six years after contract expired</u> <u>12 years for contracts under seal</u>	<u>Limitation Act 1980</u>
	<u>Quotations and tenders</u>	<u>Successful: six years after contract expired</u> <u>Unsuccessful: one year</u>	<u>Limitation Act 1980 / Management</u>
<u>STATUTORY and LEGAL</u>	<u>Accident/Incident Report</u>	<u>21 years</u>	<u>Management</u>
	<u>CCTV</u>	<u>30 days unless retained in accordance with CCTV Policy (eg relating to investigation)</u>	<u>Data Protection Act 2018</u>
	<u>Certificate of Employers Liability</u>	<u>40 years from date on which insurance commenced or was renewed</u>	<u>Employers' Liability (Compulsory Insurance) Regulations 1998</u>
	<u>Declaration of Term of Office</u>	<u>Six years</u>	<u>Legal – Members are required to sign</u>
	<u>Deeds</u>	<u>Indefinite</u>	<u>Audit and management</u>
	<u>Freedom of Information Requests</u>	<u>Three years</u>	<u>Legal</u>
	<u>Insurance policies but see below</u>	<u>Seven years after the term of the policy has expired</u>	<u>Legal</u>
	<u>Insurance policy numbers and company names</u>	<u>Indefinite</u>	<u>Management</u>
	<u>Insurance claim</u>	<u>Seven years after all obligations/entitlements are concluded (allowing for the claimant to reach 25 years of age)</u>	<u>Legal</u>
	<u>Leases</u>	<u>12 years</u>	<u>Limitation Act 1980</u>

	<a href="#">Risk Assessments</a>	<a href="#">Whilst valid</a>	<a href="#">Insurance</a>
	<a href="#">Register of Members Interest</a>	<a href="#">Six years</a>	<a href="#">Legal</a>
	<a href="#">Playground equipment inspection reports</a>	<a href="#">Duration of life of equipment plus six years</a>	<a href="#">Limitation Act 1980</a>

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STATUTORY and LEGAL	Accident/Incident Report	H	21 years	Management
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	Declaration of Term of Office	H	Six years	Legal— Members are required to sign
	Deeds	H	Indefinite	Audit and management
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	Insurance policy numbers and company names	E	Indefinite	Management
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	Risk Assessments	E	Whilst valid	Insurance
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