CHILDSWICKHAM PARISH COUNCIL

Data Retention and Records Management Policy
Adopted 08/01/26

The Parish Council is aware that the efficient management of its records is required to comply with its legal and regulatory obligations. The Freedom of Information Act 2000 requires the Parish Council to maintain a retention schedule. The policy also ensures that valuable information is not destroyed and that information held is relevant.

This policy applies to all records created, received or maintained by the Parish Council in hard copy or electronic format. The Clerk will be overall responsible for the implementation of the policy and managing the Council's records.

Records	Retention period	Action	Reason
Administrative			
Signed council and committee minutes	Transfer to records office after 6 years or once they become inactive	Preserve	Common practice
Draft minutes	Until the date of confirmation of the minutes	Destroy	Operational
Agendas	Until there is no longer an administrative requirement	Destroy	Operational
Reports and other documents circulated with agendas	Until there is no longer an administrative requirement. Destroy these reports if copies are already included with signed minutes	Review	Common practice
Councillors' declarations of office	4 years or until they vacate office	Destroy	Operational
Register of electors	Until there is no longer an administrative requirement	Destroy	Copies already in existence
Grouping orders	Until there is no longer an administrative requirement	Destroy	Operational
Byelaws and orders	Preserve one of each copy and transfer to records office once they become inactive	Preserve	Common practice
Policy documents	Until there is no longer an administrative requirement	Review	Operational
Title deeds more than 100 years old	Transfer to records office once they become inactive.	Preserve	Common practice
Title deeds less than 100 years old	Transfer to records office for review once they become inactive.	Review	Common practice
Property registers and terriers	Transfer to records office once they become inactive	Preserve	Common practice
Maps, plans, and surveys of property owned by the	Transfer to records office once they become inactive	Preserve	Common practice

council or meeting			
General correspondence	6 Years after correspondence ends	Destroy	Operational
Public consultation, survey and responses	6 years	Destroy	Operational
Complaints	6 Years after resolution of complaint	Destroy	Operational
Information Requests	6 Years after resolution of request	Destroy	Operational
Village/parish appraisals, plans, millennium projects and supporting papers	Indefinite or until there is no longer an administrative requirement	Review	Operational
Planning applications and related papers for major controversial developments	Until there is no longer an administrative requirement	Review with the view to destroy	Operational
Planning applications for minor works where permission is refused	6 years	Destroy	Limitation Act 1980
Planning Appeal decisions	1 year unless significant development	Destroy	Operational
Leases, agreements, contracts and wayleaves	Until there is no longer an administrative requirement	Review	Operational
Parish council newsletter	Transfer one copy to records office	Preserve	Common practice
Newsletter mailing list	Retain until consent withdrawn or following regular review consent no longer provided	Destroy	Operational
Quotations and tenders (successful)	6 years after contract ends	Destroy	Limitation Act 1980
Quotations and tenders (unsuccessful)	2 years	Destroy	Operational
Routine internal correspondence and papers	Until there is no longer an administrative requirement	Review with the view to destroy	Operational
Scale of fees and charges	Until superseded by new charges	Destroy	Operational
Employers' liability insurance policies	40 years after expiry date	Destroy	Employers' Liability Act 1969 Employers' Liability Regulations 1998
Risk assessments	Once superseded by a new risk assessment or once inactive	Destroy	Operational
Personnel files	6 Years after termination of	Destroy	Risk of investigation regarding any future

	service		litigation
Personnel files – annual leave	2 years	Destroy	Operational
Recruitment data - Successful	Add to personnel file	Destroy	Equalities Act
Recruitment data - Unsuccessful	6 months after recruitment finalised plus current year	Destroy	Equalities Act
Financial			
Receipt and payment books	Transfer to records office once they become inactive	Preserve	Council financial regulations
Rate books	Transfer to records office	Preserve	Common practice
Annual audited accounts	6 years	Destroy, but preserve if the receipt and payment books have not survived	Council financial regulations
Accounts and statements	6 years	Destroy	Council financial regulations
Vouchers before 1950	6 years	Destroy	Council financial regulations
Cash and petty cash books and rent books	6 years	Destroy	Council financial regulations
Receipt books of all kinds	6 years	Destroy	Council financial regulations
Postage and telephone books	6 years	Destroy	Council financial regulations
Bank statements including deposit/saving accounts	6 years	Destroy	Council financial regulations
Bank paying-in books	Last completed Audit year	Destroy	Council financial regulations
Cheque book stubs	Last completed Audit year	Destroy	Council financial regulations
Paid invoices	6 years	Destroy	Council financial regulations
Paid cheques	6 years	Destroy	Council financial regulations
VAT records	6 years	Destroy	VAT Act 1994
VAT claims	6 years	Destroy	VAT Act 1994
Time sheets (inc. Lengthsman)	Last completed Audit year	Destroy	Council financial regulations
Wage books	12 years	Destroy	Statute of Limitation

Members' allowances register	6 years	Destroy	Statute of Limitation
Records relating to parish halls, centres and recreation grounds, applications to hire, letting diaries, copies of bills to hirers and records of tickets issued	6 years	Review with the view to destroy	Council financial regulations
Miscellaneous			
Allotments - register and plans, minutes and legal papers	Indefinite	Preserve	Audit, Operational
Minutes	Indefinite	Preserve	Audit, Operational
Legal papers	Indefinite	Preserve	Audit, Operational
Community magazines or newsletters(not created by the parish council)	Until there is no longer an administrative requirement	Review	Operational
Charity papers	Until there is no longer an administrative requirement	Review	Operational
Press cuttings book	Until there is no longer an administrative requirement	Review	Operational
Photographs	Until there is no longer an administrative requirement	Review	Operational
Any records predating the establishment of Parish Councils (1894), e.g. poor law, surveyors of the highway, tithe maps and apportionments, enclosure awards etc.	Transfer to records office immediately	Preserve	Common practice
Records of other bodies such as burial boards, charities, fire brigades, Home Guard unit, local society or ad hoc committee	Transfer to records office once they become inactive	Preserve	Common practice
Reports, guides, handbooks etc. received from other organisations	Until there is no longer an administrative requirement	Review	Operational
Information from other bodies	Retained for as long is useful and relevant.	Review	Operational
Burial Grounds			
Register of fees collected	Indefinite	Preserve	Archives, Local Authorities Cemeteries Order 1977 (SI 204)
Register of burials	Indefinite	Preserve	Archives, Local Authorities Cemeteries Order 1977 (SI

			204)
Register of purchased graves	Indefinite	Preserve	Archives, Local Authorities Cemeteries Order 1977 (SI 204)
Register/plan of grave spaces	Indefinite	Preserve	Archives, Local Authorities Cemeteries Order 1977 (SI 204)
Register of memorials	Indefinite	Preserve	Archives, Local Authorities Cemeteries Order 1977 (SI 204)
Applications for interment	Indefinite	Preserve	Archives, Local Authorities Cemeteries Order 1977 (SI 204)
Applications for right to erect memorials	Indefinite	Preserve	Archives, Local Authorities Cemeteries Order 1977 (SI 204)
Disposal certificates	Indefinite	Preserve	Archives, Local Authorities Cemeteries Order 1977 (SI 204)
Copy certificates of grant of exclusive right of burial	Indefinite	Preserve	Archives, Local Authorities Cemeteries Order 1977 (SI 204)
CCTV			
Daily notes	Daily	Destroy	Data protection
Radio rotas	1 week	Destroy	Operational
Work rotas	1 month	Destroy	Operational
Observation sheets	3 years	Destroy	Data protection
Stats	3 years	Destroy	Data protection
Signing in sheets	3 years	Destroy	Operational
Review requests	3 years	Destroy	Data protection
Discs – master and working	For as long as required	Review	Data protection
Internal Operations Procedure Manual	Review annually and destroy on renewal	Destroy	Operational
Code of Practice	Review annually and destroy on renewal	Destroy	Operational
Photographs/digital prints	31 days	Destroy	Data protection

Notes

- Planning documents: documents are kept by the Planning Authority. Record of yearly applications received on computer record.
- Deposit, storage and management of documents: documents kept at Clerk's home in appropriate filing cabinet and storage boxes; computer records stored on cloud account.

- Confidential or personal information: to be shredded when discarded.

Changes to this policy

The Parish Council will review this policy annually (in May) or as is necessary and appropriate.