

# WHADDON PARISH COUNCIL

## Document Retention and Disposal Policy

### 1. Introduction

This policy is a set of guidelines and procedures to manage the lifecycle of data, including documents and digital records, for legal compliance reasons, operational requirements and retention of important historical information, and the secure and systematic disposal of data at the end of its lifecycle.

### 2. Objectives

- a. Legal compliance
- b. Management of storage space
- c. Protection of sensitive information
- d. Facilitating retrieval of information
- e. Proper archiving of historical information

### 3. Scope

- a. Paper documents
- b. Digital records and electronic files including emails.

### 4. Scanning of Documents

- a. Documents scanned to a document imaging system should be retained for a minimum of three months then disposed of appropriately unless otherwise required.
- b. Original documents for VAT and tax purposes must be retained in accordance with HMRC regulations.

### 5. Data Management

- a. Good practice for ease of access to keep a list of files stored in cabinets.
- b. Electronic files to be saved using relevant file names.
- c. General correspondence should be kept for as long as they are needed for reference and/or accountability, and to comply with regulations.
- d. A list of documents disposed of to meet GDPR regulations must be kept.

### 6. Disposal

- a. The Clerk is responsible for the proper storage and disposal of data relating to the operations of the Parish Council.
- b. Data must be retained for the appropriate statutory period then disposed of on a periodic (usually annual) basis.
- c. Non-confidential and non-sensitive documents to be recycled.
- d. Confidential and sensitive documents must be shredded or disposed of as confidential waste, and electronic data deleted including from the desktop 'recycle bin'.
- e. A log of disposals to be kept for appropriate data.
- f. Details of materials archived offsite (e.g. County Archive) must be logged and retained on file onsite.

### 7. Policy Review and Updates

- a. The Clerk is responsible for any updates and revisions to retention policies and procedures via monitoring of legislation changes, etc.

#### APPENDIX – DATA RETENTION AND DISPOSAL DETAILS

Document	Retention Period	Notes
Minutes	Indefinite	Original signed paper copies. Archived periodically.

Agendas	5 years	Shred/Confidential Waste
Accident Reports	20 years	Shred/Confidential Waste
Receipt and payment accounts	Indefinite	
Receipt books	6 years	
Bank statements	2 years	Current and last completed audit year. Shred/Confidential Waste
Bank paying-in books & cheque stubs	2 years	Current and last completed audit year. Shred/Confidential Waste
Quotations and tenders	6 years	Keep a disposal log Shred/Confidential Waste
Paid Invoices	6 years	VAT Shred/Confidential Waste
Paid cheques	6 years	Shred/Confidential Waste
Vat records	6 years	VAT Shred/Confidential Waste
Vat on rents	20 years	Shred/Confidential Waste
Petty cash, postages, etc.	6 years	Shred/Confidential Waste
Timesheets	2 years 3 years	Current and last completed audit year. For personal injury claims.
Wages/payroll	12 years	Shred/Confidential Waste
Insurance policies	While valid	
Insurance Company details and policy numbers	Indefinite	
Certificates Employers Liability	40 years	
Play equipment inspection reports	21 years	
Investments	Indefinite	
Titles, leases, contracts	Indefinite	
Members allowances register	6 years	Keep a disposal log Shred/Confidential Waste
Information from other bodies	As long as useful	
Historical information	Indefinite	To County Archive. Keep a disposal log
Magazines and journals	As long as useful	Consider retaining own publications. See Legal Deposit Libraries Act 2003
Correspondence relating to staff	3 years	Secure storage required. Shred/Confidential Waste Retain a list of documents disposed of relating to GDPR.