



Kings Worthy Parish Council

Data & Document Retention Policy

Introduction

The aims of the Retention Policy are to:

- Enable the identification of records that may be worth preserving permanently at the Hampshire Records Office, or as part of Kings Worthy Parish Council's archives.
- Ensure that records are not destroyed prematurely.
- Ensure documents are retained for a specified period to satisfy financial and/or legal requirements.
- Provide a timetable for the destruction of records that do no longer require retention.

This Retention Policy is intended to cover records and information from creation through to destruction and/or permanent retention. This Retention Policy covers all record formats, including paper, photographic and electronic. Records identified for permanent preservation can be retained in any format if evidential requirements and future retrieval is ensured.

Records identified for destruction under the Schedule may be destroyed in accordance with the provisions of the Schedule. Backup copies stored on alternative media (server/electronic storage media/paper) will also be destroyed. This is to ensure compliance with both Data Protection and Freedom of Information legislation.

Some records for permanent preservation will be passed to Hampshire Records Office, which will act as Kings Worthy Parish Council's archivist.

Reviewing the Schedule

This Retention Policy will be reviewed on an annual basis to ensure it complies with current Data Protection and Freedom of Information Legislation.

Record Types

The main record types that specifically relate to each purpose have been listed and retention recommendations are given for each. However, the list of record types provides major examples only and is not comprehensive. The Parish Clerk shall advise on any matters of interpretation.

Minimum Retention Period

This column shows the minimum period for which the record should be retained before it is reviewed or destroyed.

Disposal Action

Disposal constitutes one of three actions:

- a) Destruction (D) – records will be destroyed after the specified number of years. Any documentation covered by GDPR, or containing legal sensitive information, will be shredded using a GDPR compliant shredder, or secure off-site destruction.
- b) Review (R) – records marked for review are records that may not have a legal requirement to be retained, but where the decision to retain/destroy is not clear and therefore requires an assessment of whether they are of administrative or historic value. This decision should be taken by the Parish Clerk, in conjunction with the Parish Council Chairman.

The content of the Parish Council's internal filing systems should be reviewed on an annual basis to ensure that any records are dealt with as per the retention policy, to remove or delete correspondence, circulars and other papers which are no longer of value and/or use. The destruction of closed files should take place in accordance with the guidelines.

The guideline for retaining general correspondence is three years; however, it may be necessary to review this correspondence for possible further retention where it is deemed necessary to instigate/conclude an action.

- c) Permanent (P), these records are permanently retained for either statutory reasons, or if they are deemed of administrative or historical significance.

Reason/Notes

Where the retention period is set, or guided by legislation, this is noted in the final column. Those records of historical interest are flagged as "archive" and are placed into permanent storage.

| Document | Minimum Retention Period | Reason | Covered by GDPR |
|--|---|---|-----------------|
| Administration / Financial Records | | | |
| Minutes (Full Council & Committees) | Indefinite | Archive | Yes |
| Scales of fees and charges | 5 years | Management | No |
| Receipt and payment accounts | Indefinite | Archive | Yes |
| Receipt books of all kinds | 6 years | VAT | Yes |
| Bank statements (Inc. deposit/savings) | Last completed audit year | Audit | Yes |
| Bank paying-in books | | | Yes |
| Cheque book stubs | | | Yes |
| Quotations and Tenders | 6 years | Limitation Act 1980 (as amended) | Yes |
| Paid invoices | 6 years | VAT | Yes |
| Paid cheques | 6 years | Limitation Act 1980 (as amended) | Yes |
| VAT records | 6 years (20 years for VAT on rents) | VAT | Yes |
| Timesheets | Last completed audit year | Audit | Yes |
| Wages books | 12 years | Superannuation | Yes |
| Insurance policies | While valid | Management | No |
| Insurance policy information (company name and policy numbers) | Indefinite | Audit, Management | No |
| Certificates of insurance against liability for employees | 40 years from the date on which insurance commenced/renewed | The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management | No |
| Insurance claim information (including accident records) | 20 years | Management, Legal (For potential claims against the Council). | Yes |

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| Certificates for insurance against liability for employees | 40 years from date of commencement or renewal | Employers' Liability (Compulsory Insurance) Regulations 1998, Management (although 2008 Regulations remove the 40-year requirement) | No |
| Park equipment inspection reports | 21 years | Insurance (against potential claims) | Yes |
| Investments | Indefinite | Audit, Management | No |
| Title deeds, agreements | Indefinite | Audit, Management | Yes |
| Leases | 12 years (after lease has ended) | | Yes |
| Contracts | 6 years | Management, Limitation Act 1980 (as amended) | Yes |
| Defamation | 1 year | | Yes |
| Negligence | 6 years (unless required for insurance purposes) | Limitation Act 1980 (as amended) | Yes |
| Members allowances register | 6 years | Tax, Limitation Act 1980 (as amended) | Yes |
| Information from other bodies e.g. circulars from County Associations, NALC, principal authorities | Retained for as long as relevant and useful | | No |
| <i>The following 4 document types may need to be kept longer to satisfy one of the retention requirements listed above. Below is the minimum retention period for this information.</i> | | | |
| <i>Contracts</i> | <i>6 years</i> | <i>Management, Limitation Act 1980 (as amended)</i> | <i>Yes</i> |
| <i>Defamation</i> | <i>1 year</i> | | <i>Yes</i> |
| <i>Negligence</i> | <i>6 years (unless required for insurance purposes)</i> | <i>Limitation Act 1980 (as amended)</i> | <i>Yes</i> |
| <i>Staff correspondence</i> | <i>3 years (unless needed for other purposes above).</i> | <i>Providing references, payment of tax, national insurance and pensions (see above), and in respect of any related legal claims made against the Council.</i> | <i>Yes</i> |
| Facilities Hire Records | | | |

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| Applications for hire (including proof of insurance) | 6 years | VAT/Management | Yes |
| Letting diaries | | | Yes |
| Copies of bills to hirers | | | Yes |
| Allotment Records | | | |
| Register and plans | Indefinite | Audit, Management | Yes |
| Legal papers | Indefinite | Audit, Management | Yes |
| Burial Ground Records | | | |
| Register of fees collected | Indefinite | Archive, Cemeteries Orders, Cremations Regulations | No |
| Register of interments | | | Yes |
| Register of purchased graves | | | Yes |
| Register/plan of grave spaces | | | No |
| Register of memorials | | | No |
| Applications for interment | | | Yes |
| Applications for right to erect memorials | | | Yes |
| Disposal certificates | | | Yes |
| Copy of certificates of grant of exclusive right of burial | | | Yes |