

THE TIVETSHALLS PARISH COUNCIL: POLICIES AND PROCEDURES

DATA AND RECORDS RETENTION POLICY

1. General

- 1.1 The Tivetshalls Parish Council recognizes that the efficient management of its data and records is necessary to comply with its legal and regulatory obligations and to contribute to the effective management and governance of the Council.
- 1.2 This policy, and accompanying schedule, sets the framework through which this effective management can be achieved by detailing the requirements for the retention of data and records (electronic files and hard copy documents). It derives from the need to retain such data for reasons including audit purposes, staff management, tax liabilities and the possibility of legal disputes and proceedings. It also encompasses Council obligations for the holding (and processing) of data under the General Data Protection Regulation, Freedom of Information Act 2000 and Environmental Information Regulations 2004.
- 1.3 This policy applies to all data and records created, received and/or maintained by the Council in delivering services and carrying out its functions. Data and records include all documents which facilitate Council business and which are thereafter retained (for a given period) to provide evidence of its transactions or activities.
- 1.4 Some records may be selected for permanent preservation. If so, they will be moved, when appropriate, to the Norfolk Record Office for retention as part of the county archive for historical research and interest.
- 1.5 Other historical data and records may, with Council approval, be offered to the Tivetshall Local History Group.
- 1.6 Once any data and/or record falls outside the minimum retention period and is not being offered for permanent preservation or to the Local History Group then, as appropriate, it will be deleted, disposed of safely or shredded.

2. Retention Schedule

- 2.1 Data and records will be kept according to the retention schedule below which will be updated as legislation changes. In any event, it will be reviewed regularly (at least annually) by the Council as part of its governance process.
- 2.2 At the end of the minimum retention period the Clerk will review any data/record and dispose of the same if no longer required, referring any matters to the Council as appropriate.

3. Councillors

Councillors must, in their individual roles, ensure that they shred/destroy/delete any electronic and hard copies of Council data and records according to the same

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retention schedule below.

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4. Schedule

Data/Record	Minimum Retention Period	Reason
Council Administration		
Agendas	Indefinite	Archive
Signed Minutes of Council Meetings	Indefinite	Archive
Draft Minutes of Council Meetings	Destroy when approved	Management
Clerk's Notes of Council Meetings	Destroy when draft minutes issued	Management
Agenda Reports and Documents (circulated with agendas and not attached to signed minutes).	Indefinite	Archive
Councillor Records		
Councillors' Declarations of Office	Term of office plus one year	Management
Councillors' Registers of Interest	Current term of office plus one year	
Supplies and Services		
Quotations and Tenders - Successful	12 years	Limitation Act 1980 (as amended)
Quotations and Tenders - Unsuccessful	Two years	Management
Title Deeds, Leases, Agreements and Contracts	Indefinite	Audit, Management
Insurance		
Certificates for Insurance Against Liability for Employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 1998/2753), Management
Insurance Policies	Two years after lapse	Management
Claims and Correspondence	Two years after lapse	Management
Finance		
Receipts and Payments Accounts	Indefinite	Archive
Audits	Six years	Audit
Asset Register	Destroy when superseded	Management
Scales of Fees and Charges	Six years	Management
Bank Statements	Last completed audit year	Audit
Bank Paying-In Books	Last completed audit year	Audit

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Cheque Book Stubs	Last completed audit year	Audit
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Paid Invoices	Six years	VAT
VAT Records	Six years	VAT
Miscellaneous		
Reports, Guides, Handbooks etc. received from other bodies	Retain as long as useful	Management
Photographs	Retain as long as useful	
General Correspondence	Retain as long as useful	
Policies and Procedures	Destroy when superseded	
Health and Safety		
Inspection Records	25 years	Management
Risk Assessments	Three years from last assessment	
General Health and Safety Data/Records	Three years	
Planning		
Planning Applications (and related papers) Refused	Retain until appeal period has expired	Management
Planning Applications (and related papers) Granted	Retain until development has been completed	Management
Village Design Statement	Indefinite	Management, Archive
Village Plan	Indefinite	Management, Archive
Personnel		
Application Forms	Six months	Management
Disciplinary Records	Period of employment	
Personnel Records	Six years after employment ceased	