

## Document Retention Policy

### 1 Introduction

- 1.1 The guidelines set out in this document support the Honeybourne Parish Council Data Protection Policy and assist in compliance with the Freedom of Information Act 2000, the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other associated legislation.
- 1.2 It is important that Honeybourne Parish Council has in place arrangements for the retention and disposal of documents necessary for the adequate management of services in undertaking its responsibilities. This policy sets out the minimum requirements for the retention of documents and the requirements for the disposal of documents. It is important to note that this is a live document and will be updated on a regular basis.
- 1.3 Honeybourne Parish Council will ensure that information is not kept for longer than is necessary and will retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

### 2 Aims and Objectives

- 2.1 It is recognised that up to date, reliable and accurate information is vital to support the work that Honeybourne Parish Council does and the services that it provides to its residents. This document will help to:
  - a) Ensure the retention and availability of the minimum amount of relevant information that is necessary for the Council to operate and provide services to the public.
  - b) Comply with legal and regulatory requirements, including the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the UK General Data Protection Regulation.
  - c) Save employees' time and effort when retrieving information by reducing the amount of information that may be held unnecessarily.
  - d) Ensure archival records that are of historical value are appropriately retained for the benefit of future generations.

### 3 Scope

- 3.1 For the purpose of this policy, 'documents' includes electronic and paper records.
- 3.2 Where storage is by means of paper records, originals rather than photocopies should be retained where possible.

### 4 Standards of Good Practice

- 4.1 Honeybourne Parish Council will make every effort to ensure that it meets the following standards of good practice:
  - a) Adhere to legal requirements for the retention of information as specified in the Retention Schedule at Appendix A.
  - b) Personal information will be retained in a password protected computer.
  - c) Disclosure information will be retained in a password protected computer.
  - d) Appropriately dispose of information that is no longer required.
  - e) Appropriate measures will be taken to ensure that confidential and sensitive information is securely destroyed.

- f) Information about unidentifiable individuals is permitted to be held indefinitely for historical, statistical or research purposes, for example equalities data.
- g) Wherever possible only one copy of any personal information will be retained and held securely.

## **5 Breach of Policy and Standards**

- 5.1** Any employee who knowingly or recklessly contravenes any instruction contained in, or following from, this policy may, depending on the circumstances of the case, have disciplinary action taken against them, which could include dismissal.
- 5.2** Where there is a breach of the policy, the Council may need to consider whether there is also a breach of the UK GDPR.

## **6 Roles and Responsibilities**

- 6.1** The Parish Clerk has responsibility for implementation of the policy under delegation of Honeybourne Parish Council.
- 6.2** The Parish Clerk is responsible for the maintenance and operation of this policy including ad hoc checks to ensure compliance.

## **7 Retention**

- 7.1** Timeframes for retention of documents have been set using legislative requirements and guidance from the National Association of Local Councils (NALC).
- 7.2** Throughout the retention period the conditions regarding safe storage and controlled access will remain in place.
- 7.3** Appendix A shows the minimum requirements for the retention of documents as determined by Honeybourne Parish Council for the management of specific documentation types. Officers holding documents should exercise judgement as to whether they can be disposed of at the end of those periods detailed in Appendix A.

## **8 Disposal**

- 8.1** Documents or data no longer required by Honeybourne Parish Council for administrative purposes must be finely shredded or disposed of using specialist waste removal contractors, and deleted entirely and securely from Honeybourne Parish Council computer systems.
- 8.2** All documents will be reviewed prior to disposal.

## Appendix A – Document Retention Timescales

Finance	
Document	Retention Period
Published final accounts	Indefinitely
Annual Governance and Accountability Return (AGAR)	6 years
Final accounts working papers	6 years
Records of all accounting transactions held in the financial management system	6 years plus the current year
Cash books (records of monies paid out and received)	12 years
Purchase orders	6 years
Cheque payment listing (invoices received)	6 years
Payment vouchers – capital and revenue (copy invoices)	12 years
Petty cash vouchers and reimbursement claims	6 years
Debtors and rechargeable work records	6 years
Expenses and travel allowance claims	6 years
Register for statutory accounting purposes	10 years
Adopted annual budget	6 years
Financial plan	6 years
Budget estimates – detailed working papers and summaries	3 years
Bank statements (electronic) and instructions to banks	6 years
Bank statements (hardcopy)	6 years
Prime evidence that money has been banked	6 years
Refer to Drawer (RD) cheques	3 years
Cancellation of expenditure cheques	3 years
Precept forms	Indefinitely
Internal audit plan and reports	6 years
Fee and charges schedules	6 years
Loans and investment records, temporary loan receipts	10 years after redemption of loan
Employers' liability insurance certificates	40 years (legal requirement under the Employers' Liability (Compulsory Insurance) Regulations 1998)

All other current and expired insurance policies	6 years after expiry
VAT input and output records	10 years

<b>Personnel and Employment</b>	
<b>Document</b>	<b>Retention Period</b>
Unsuccessful application forms	6 months to 1 year
Unsuccessful reference requests	1 year
Successful application forms and CVs	Duration of employment + 6 years
References received	Duration of employment + 6 years
Statutory sick records, pay, calculations and certificates	Duration of employment + 6 years
Annual leave records	Duration of employment + 6 years
Unpaid leave and special leave records	Duration of employment + 6 years
Annual appraisal and assessment records	Current year and previous 2 years
Pension records	Until individual is at least 67 years old
Time control checks	2 years
Disclosure and Barring Service (DBS) checks	6 months
Employee personnel files, training records, discipline and grievance records	6 years after employment ceases
Disciplinary or grievance investigations – unproven	Destroy immediately after investigation or appeal
Statutory maternity and paternity records, calculations and certificates	3 years after the tax year in which the maternity or paternity period ended
Overtime claims	6 years
Income tax and National Insurance records	Not less than 3 years after the end of the financial year to which they relate
Wage and salary records, overtime, bonuses and expenses	6 years
Accident books, records and reports	3 years from date of last entry. If a child or young adult is involved, retain until the person reaches the age of 21

Redundancy records	6 years from the date of redundancy
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## Corporate

Document	Retention Period
All Honeybourne Parish Council minutes, including committee, sub-committee and working group minutes	Indefinitely; archived after two years
Policies and procedures	Until updated or reviewed
Asset management records	Indefinitely
Employers' liability insurance certificates	40 years (legal requirement)
All other insurance policy documents	6 years after expiry
Internal audit records	6 years
Internal audit fraud investigations	7 years from the date of the final outcome of the investigation
Risk register	Indefinitely
Risk assessments (any)	6 years
Drivers' logs and mileage records	6 years
Pre-tender qualification documents and summary of expressions of interest received	1 year
Successful tender documents	Life of contract + 6 years
Unsuccessful tender documents	Until final payment of contract let is made
Deeds of land and property	Indefinitely
Lease agreements, variations and valuation queries	12 years after the expiry of the agreement
Documentation referring to externally funded projects	6 years
Neighbourhood Plans	Indefinitely
Play inspection reports	21 years

## Communications and Meetings

Document	Retention Period
Meeting attendance records	6 years
Public comments and representations made at meetings	6 years
Website contact form submissions	2 years
General correspondence	6 years
Freedom of Information requests and responses	6 years

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Hardcopy routine correspondence	6 years (personal information may be redacted if retained longer for operational reasons)
Electronic routine correspondence	6 years (personal information may be redacted if retained longer for operational reasons)

Health and Safety	
Document	Retention Period
Accident books and records	3 years after the date of the last entry. If an accident involves chemicals or asbestos, 40 years. If the accident concerns a child or young adult, retain until the person reaches the age of 21
Medical records containing details of an employee exposed to asbestos or as specified by the Control of Substances Hazardous to Health Regulations (COSHH) 1999	40 years from the date of last entry
Medical examination certificates	4 years from the date of issue
All inspection certificates	6 years
Repair job sheets	2 years
Play equipment inspection sheets (The Leys and Sports Field)	21 years

Allotments	
Document	Retention Period
Register and plans	Indefinitely
Allotment tenancy agreements	Duration of tenancy + 6 years
Tenancy correspondence	6 years
Waiting list records	2 years after removal from the waiting list

Burial Grounds	
Document	Retention Period
Register of fee collection	Indefinitely
Register of burials	Indefinitely
Register of purchased graves	Indefinitely
Register and plan of grave spaces	Indefinitely
Register of memorials	Indefinitely

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Applications for right to erect memorials	Indefinitely
Disposal certificates	Indefinitely
Copy certificates of Grant of Exclusive Right of Burial	Indefinitely

### Halls, Centres and Recreation Ground

Document	Retention Period
Applications to hire	6 years
Letting diaries	6 years
Copies of bills to hirers	6 years
Records of tickets issued	6 years

### Planning Applications

Document	Retention Period
Planning application responses and correspondence	Recommendations recorded in minutes (retained indefinitely). Correspondence retained for 6 years. Where an application is refused by the local planning authority, the application will be retained until the period within which an appeal can be made has expired.