



## Records Retention Policy

**Version:** 1.0

**Date Adopted:** Trialled 2025 -2026. Final version approved 13/04/2026.

**Review Date:** 12/04/2027

**Responsible Officer:** Clerk to the Council

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### 1. Purpose

This policy sets out how Davenham & Bostock Parish Council manages the retention and disposal of its records.

It ensures that:

- Records are kept for as long as necessary to meet legal and operational requirements
  - Personal data is not retained longer than necessary
  - Records are disposed of securely and appropriately
  - The Council complies with data protection and transparency obligations
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### 2. Scope

This policy applies to:

- All councillors
- Council employees
- All records created, received, or maintained by the Council

Records include paper documents, emails, digital files, photographs, and audio recordings.

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### 3. Responsibilities

#### 3.1 The Council

- Approves and reviews this policy

#### 3.2 The Clerk

- Maintains the records retention schedule
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- Ensures records are stored and disposed of appropriately
  - Provides guidance to councillors and staff

## 3.3 Councillors and Staff

- Must follow this policy when handling records
  - Must not destroy records outside of this policy
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## 4. General Principles

- Records will be retained only as long as necessary
  - Legal and regulatory requirements will take precedence
  - Records required for audit, legal, or insurance purposes will be retained appropriately
  - Disposal of records must be secure and documented where appropriate
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## 5. Storage of Records

- Records must be stored securely (physical or digital)
  - Electronic records should be stored in approved systems (e.g. council email and systems)
  - Access to records must be restricted to authorised individuals
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## 6. Disposal of Records

When records reach the end of their retention period:

- Paper records must be shredded or securely destroyed
  - Electronic records must be permanently deleted
  - Disposal should be carried out in a way that protects confidentiality
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## 7. Retention Schedule

The following schedule provides typical retention periods for parish council records.

### Governance and Administration

Record Type	Retention Period
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Minutes (Council & Committees)	Permanent
Agendas	6 years
Standing Orders / Policies	Until superseded + 6 years
Councillor Declarations of Interest	6 years after end of term

## Finance

Record Type	Retention Period
Accounting records	6 years
Audit records	6 years
VAT records	6 years
Insurance documents	6 years after expiry

## Legal and Property

Record Type	Retention Period
Contracts and agreements	6 years after expiry
Leases	6 years after expiry
Property records	Permanent

## Personnel (if applicable)

Record Type	Retention Period
Staff records	6 years after employment ends
Payroll records	6 years

## Correspondence and Complaints

Record Type	Retention Period
General correspondence	2-3 years



Complaints	6 years
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## Planning

Record Type	Retention Period
Planning applications and responses	6 years

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## 8. Data Protection Considerations

Retention of personal data must comply with data protection principles, including:

- Data minimisation
- Storage limitation
- Secure disposal

Personal data must not be kept longer than necessary.

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## 9. Suspension of Disposal

Records must not be destroyed if:

- They are subject to a legal claim or dispute
  - They are required for audit or investigation
  - A Freedom of Information or Subject Access Request is in progress
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## 10. Review

This policy will be reviewed annually or when legislation or guidance changes.

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## Version Control

Version	Date	Changes	Approved By
1.0	13/04/2026	Initial version	Davenham & Bostock Parish Council