

## **1 General**

- 1.1 Tostock Parish Council recognises 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 Data Protection Act 2018, UK General Data Protection Regulation (UK GDPR), 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 Suffolk Archives (Bury St Edmunds) for retention as part of the county archive for historical research and interest.
- 1.5 Once any data and/or record falls outside the minimum retention period and is not being offered for permanent preservation 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 retention schedule below.

**DATA AND RECORDS RETENTION POLICY**

Adopted 2024-03-12; Reviewed and Confirmed as Current 2025-03-11

**4 Schedule**

| <b>Data/Record</b>                                                                         | <b>Minimum Retention Period</b>                                | <b>Reason</b>                                                                               |
|--------------------------------------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b>Council Administration</b>                                                              |                                                                |                                                                                             |
| 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                                                                                     |
| <b>Councillor Records</b>                                                                  |                                                                |                                                                                             |
| Councillors' Declarations of Office                                                        | Term of office plus one year                                   | Management                                                                                  |
| Councillors' Registers of Interest                                                         | Current term of office plus one year                           |                                                                                             |
| <b>Supplies and Services</b>                                                               |                                                                |                                                                                             |
| Quotations and Tenders - Successful                                                        | 12 years                                                       | Limitation Act 1980 (as amended)                                                            |
| Quotations and Tenders - Unsuccessful                                                      | Two years                                                      | Management                                                                                  |
| Supplier Contracts                                                                         | Six years                                                      | Limitation Act 1980 (as amended)                                                            |
| Title Deeds, Leases, Agreements and Contracts                                              | Indefinite                                                     | Audit, Management                                                                           |
| <b>Insurance</b>                                                                           |                                                                |                                                                                             |
| 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                                                                                  |
| <b>Finance</b>                                                                             |                                                                |                                                                                             |
| 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                                                                                       |
| Cheque Book Stubs                                                                          | Last completed audit year                                      | Audit                                                                                       |
| Paid Invoices                                                                              | Six years                                                      | VAT                                                                                         |

**TOSTOCK PARISH COUNCIL****DATA AND RECORDS RETENTION POLICY**

Adopted 2024-03-12; Reviewed and Confirmed as Current 2025-03-11

|                                                            |                                                                                                                                                            |                     |
|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| VAT Records                                                | Six years                                                                                                                                                  | VAT                 |
| <b>Miscellaneous</b>                                       |                                                                                                                                                            |                     |
| 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                                                                                                                                   |                     |
| Freedom of Information Requests - Responses                | Retain for six months; and a further six months after any internal review (review requests should be made within 40 working days of the initial response). |                     |
| Policies and Procedures                                    | Destroy when superseded                                                                                                                                    |                     |
| <b>Health and Safety</b>                                   |                                                                                                                                                            |                     |
| Inspection Records                                         | 25 years                                                                                                                                                   | Management          |
| Risk Assessments                                           | Three years from last assessment                                                                                                                           |                     |
| General Health and Safety Data/Records                     | Three years                                                                                                                                                |                     |
| <b>Planning</b>                                            |                                                                                                                                                            |                     |
| 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 |
| <b>Personnel</b>                                           |                                                                                                                                                            |                     |
| Application Forms                                          | Six months                                                                                                                                                 | Management          |
| Disciplinary Records                                       | Period of employment                                                                                                                                       |                     |
| Personnel Records                                          | Six years after employment ceased                                                                                                                          |                     |