

APPENDIX A

RETENTION SCHEDULE (Example Framework)

Document Type	Minimum Retention Period	Reason	Type of data	Format Electronic/ paper	Location Retained	Who has access	Disposal
Minutes (Council & Committees)	Indefinite	Archive	Public	Electronic and paper	Hard copy of Minutes book in the locked office. Electronic version on the website and saved on the laptop and backed up to computer in the office.	Public/ clerk	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority.
Agendas	5 years	Management	Public	Electronic	Electronic version on the website and saved on the laptop and backed up to computer in the office.	Public/clerk	Bin (shred confidential waste)
Accident reports	20 years	Potential claims	Personal	Paper	In the accident book in the office.	Clerk	In the accident book in the office.
Scales of fees and charges	6 years	Management	Public	Electronic	Electronic version on the website and saved on the laptop and backed up to computer in the office.	Public	Bin
Receipt books of all	6 years	VAT	Personal	Electronic	Electronic version on scribe and saved on the laptop and backed up to computer in the office.	Clerk	Bin

Document Type	Minimum Retention Period	Reason	Type of data	Format Electronic/ paper	Location Retained	Who has access	Disposal
Bank statements	Last completed audit year	Audit	Personal	Electronic and Paper	Hard copy in the locked office. Electronic version on saved on the laptop and backed up to computer in the office.	clerk	Confidential Waste
Bank paying-in books	Last completed audit year	Audit	Personal	Paper	Hard copy in the locked office.	Clerk	Confidential Waste
Cheque book stubs	Last completed audit year	Audit	Personal	Paper	Hard copy in the locked office	Clerk	Confidential Waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Personal	Electronic and Paper	Electronic version on saved on the laptop and backed up to computer in the office.	Clerk	Confidential Waste
Financial records & accounts	6 years	HMRC requirements	Personal	Electronic	Electronic version on saved on the laptop and backed up to computer in the office.	Clerk	Confidential Waste
VAT records	6 years	VAT	Personal	Electronic	Electronic version on saved on the laptop and backed up to computer in the office.	Clerk	Confidential Waste

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Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Personal	Paper	Hard copy in the locked office	Clerk	Confidential Waste
Contracts	12 years	Limitation Act 1980	Personal	Paper and Electronic	Hard copy in the locked office. Electronic version on saved on the laptop and backed up to computer in the office.	Clerk	Confidential Waste
Insurance policies	While valid (but see next two items below)	Management	Personal	Electronic	Electronic version on saved on the laptop and backed up to computer in the office.	Clerk	Bin
Insurance company names and policy numbers	Indefinite	Management	Personal	Electronic	Electronic version on saved on the laptop and backed up to computer in the office.	Clerk	N/A

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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 (SI2753) Management	Personal	Electronic	Electronic version on saved on the laptop and backed up to computer in the office.	Clerk	Bin
Park equipment inspection reports	21 years	Management	Personal	Electronic	Electronic version on saved on the laptop and backed up to computer in the office	Clerk	Bin
Investments	Indefinitely	Management	Personal	Electronic	Electronic version on saved on the laptop and backed up to computer in the office	Clerk	N/A
Planning applications	6 years	Best Practice	Public	Electronic	Electronic version on saved on the laptop and backed up to computer in the office	Public	
Title deeds, leases	Indefinitely		Clerk	Paper and Electronic	Hard copy in the locked office.	Clerk	N/A

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agreements, contracts					Electronic version on saved on the laptop and backed up to computer in the office.		
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Personal	Paper and Electronic	Hard copy in the locked office. Electronic version on saved on the laptop and backed up to computer in the office.	Clerk	Confidential Waste
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant			Electronic	Electronic version on saved on the laptop and backed up to computer in the office	Clerk	Bin
Local / historical information	Indefinite – to be securely	Councils may acquire records of	Public	Paper and Electronic	Hard copy in the locked office.	Public	N/A

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	kept for benefit of the Parish	local interest and accept gifts or records of general and local interest in order to promote the use for such records.			Electronic version on saved on the laptop and backed up to computer in the office.		
Record keeping To ensure records are easily accessible it is necessary to comply with the following: <ul style="list-style-type: none">• A list of files stored in	The electronic files will be backed up periodically on a portable USB stick and also on the desk top computer in the office.	Management	Personal	Electronic and Paper	In the office and on the computer	Clerk	Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

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cabinets will be kept • Electronic files will be saved using relevant file names							
General correspondence	Unless it relates to specific categories, correspondence both paper and electronic should be kept for as long as they are needed for reference or accountability purposes	Management		Electronic	On the computer in the office.	Clerk	Bin (shred confidential waste). A list will be kept of those documents disposed of to meet requirements of the GDPR regulations.

Document Type	Minimum Retention Period	Reason	Type of data	Format Electronic/ paper	Location Retained	Who has access	Disposal
Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose.	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect	Personal	Electronic and Paper	On web-based email and in the office	Clerk	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations

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		of any related legal claims made against the council.					