

## **Kegworth Parish Council**

### **Information Retention and Disposal Policy**

1 The Parish Council accumulates information and data during the course of its everyday activities; this is recorded in various ways. Measures are taken to safeguard this information; properly-managed records provide reliable evidence of the Council's activities and transactions, and are necessary to demonstrate accountability. The Council is a public authority and has certain powers and obligations. Most personal data is processed for compliance with a legal obligation which includes the discharge of the Council's statutory functions and powers.

2 Documents may be retained in either paper or electronic form. In this policy document, the words 'document' and 'record' refer to both hard-copy and electronic records.

3 Documents must be retained for an adequate period of time. If they are destroyed prematurely, the Council or its officers could face prosecution for not complying with legislation, or regulatory or audit requirements, with consequent reputational damage. Documents still required for ongoing operational reasons should be retained.

4 Conversely, the Council should not retain documents longer than is necessary. Timely disposal - especially of personal or confidential information - will be undertaken to ensure compliance with the General Data Protection Regulation. This will also assist the most efficient use of limited storage space.

5 Some records do not need to be kept at all, or are routinely destroyed in the course of business, for example information which is duplicated, out-of-date, unimportant or of only short-term value.

6 The Clerk is responsible for determining whether to retain or dispose of documents, and will undertake a review of documentation at least annually to ensure that unnecessary documentation being held is disposed of. The retention schedules in Appendix A below provide recommended minimum retention periods for specific classes of documents and records; these schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and County Record Office, in accordance with relevant legislation.

7 Each councillor is responsible for ensuring similar action to that stated in the first sentence of clause 6, in respect of any information and data handled/stored by them. Minimum retention periods do not apply to records/documents held by individual councillors.

8 Whenever there is a possibility of litigation, records and information likely to be relevant should not be amended or disposed of until the threat of litigation has passed.

9 Documents which are no longer required for operational purposes but need retaining - and documents of historical interest - should be offered to the County Record Office.

10 When documents are destroyed, the method of disposal should be appropriate to the nature and sensitivity of the documents concerned.

11 When computer records are deleted, steps should be taken to ensure that data is ‘virtually impossible to retrieve’ as advised by the Information Commissioner. All back-up copies of those records should also be destroyed.

12 Records should be maintained of appropriate document disposals, containing the following information:

- The name of the document destroyed
- The date the document was destroyed
- The method of disposal

This policy was adopted by Kegworth Parish Council on 17 January 2022.

### **Appendix A: Recommended minimum retention periods for, and disposal of, specific classes of documents and records**

(Where a retention period is shown, it starts when the matter concerned becomes decided/closed.)

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Disposal</b>
Minutes (Parish Council & its committees, and Parish Meeting)	Indefinite	Archive	Deposit at County Record Office, 7 years after end of administrative use
Agendas	7 years	Management	Shredding
Declarations of acceptance of office	Term of office + 1 year	Archive	Deposit at County Record Office, 7 years after end of administrative use
Registers of members’ interests	Indefinite	Archive	Deposit at County Record Office, 7 years after end of administrative use
Accident/incident reports	20 years	Potential claims	Shredding
Other reports	10 years	Management	Shredding
Codes of practice, policies and procedures	Indefinite	Archive	Deposit at County Record Office, 7 years after end of administrative use
Scales of fees & charges	6 years	Management	Recycled Waste
‘Receipts & payments’ annual accounts	Indefinite	Archive	Deposit at County Record Office, 7 years after end of administrative use
Receipt books	7 years	VAT	Recycled Waste
Bank statements	7 years	Audit	Shredding

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Disposal</b>
Bank paying-in books & cheque-book stubs	Last completed audit year	Audit	Shredding
Quotations, tenders, order books	7 years	Limitation Act 1980 (as amended)	Shredding
Invoices and remittance advices	7 years	VAT	Shredding
VAT records	6 years (except 20 years for VAT on rents)	VAT	Shredding
Petty cash and postage books	7 years	Tax, VAT, Limitation Act 1980 (as amended)	Shredding
Timesheets and expenses claims	7 years	Audit (requirement)/ Personal injury (best practice)	Shredding
Wages books/payroll	12 years	Superannuation	Shredding
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Shredding
Insurance policies	7 years - but see next item below	Management	Shredding
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Recycled Waste
Information from other bodies, e.g. circulars from LRALC, NALC, NWLDC, LCC	Retained for as long as is useful and relevant		Recycled Waste
Local/historical information materials	Indefinite	To be securely kept for benefit of the Parish	N/A
Magazines and journals	Council may wish to keep its own publications. For others retain for as long as is useful and relevant.	Legal Deposit Libraries Act 2003 requires a local council which after 1 <sup>st</sup> Feb 2004 has published works in print (including pamphlet, magazine, newspaper, map, plan, chart or table) to deliver a copy to the British Library.	Recycled Waste if applicable

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Disposal</b>
<ul style="list-style-type: none"> <li>• A list of files stored in cabinets</li> <li>• Electronic files saved using relevant file names</li> </ul>	Electronic files backed up periodically	Management	Recycled Waste (Confidential documents to be shredded)
General correspondence	7 years (or longer if still in administrative use, or to protect legal and other rights and interests)	Management	Appraise and transfer to County Record Office if appropriate. Otherwise Recycled Waste (confidential documents to be shredded).
Correspondence relating to staff	Personal data re staff not to be kept for longer than necessary for the purpose it was being held.	After employment relationship has ended, may need records for former staff for giving references, payment of tax, national insurance and pensions, and re any claims made against the council.	Shredding
Negligence/injury	6 years	Potential claims	Shredding
Defamation	1 year	Potential claims	Shredding
Ordinary contracts	6 years	Potential claims	Shredding
Investments	Indefinite	Audit, Management	N/A
Title deeds, leases	Indefinite	Audit, Management	N/A
Rent	6 years	Potential claims	Shredding
Trust/Charity records	Indefinite	Archive	N/A
Registers, maps and plans	Indefinite	Audit, Management	Deposit at County Record Office, 7 years after end of administrative use
Public inquiry papers	Indefinite	Archive	Deposit at County Record Office, 7 years after end of administrative use
Other legal papers	7 years	Audit, Management	Appraise and transfer to County Record Office if appropriate. Otherwise shred.
Applications	1 year	Management	Recycled Waste

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>	<b>Disposal</b>
Local Development Plans/Local Plans	Retained as long as in force	Reference	Recycled Waste
Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	N/A
Footpaths/rights of way	Indefinite	Historical purposes	N/A
Daily notes	Daily	Data protection	Shredding
Work rotas	1 month	Management	Shredding
Observation sheets	3 years	Data protection	Shredding
Statistics	3 years	Data protection	Shredding
Signing in sheets	3 years	Management	Shredding
Review requests	3 years	Data protection	Shredding
Discs – master and working	For as long as required	Data protection	Shredding

(END)