



## **Doddington Parish Council**

### **Retention Policy**

## **Doddington Parish Council – Retention and Disposal Policy**

Adopted: 08 July 2026 (minute reference: 6a)

Review Date: Propose 3 years from adoption

### **1. Purpose**

Doddington Parish Council recognises that the efficient management of records is necessary to support its functions, comply with legal and regulatory obligations, and protect personal data.

This Policy establishes a framework for the retention and disposal of Council records in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000
- Local Government legislation
- Relevant guidance issued by the Information Commissioner's Office (ICO)
- Society of Local Council Clerks (SLCC) and National Association of Local Councils (NALC) best practice
- Cambridgeshire Archives Service Guidance to Parish Councils
- Cambridgeshire Archives Service Terms of Acquisition

This Policy should be read alongside the Council's Data Protection IT, Email and Internet Policies.

### **2. Scope**

This Policy applies to all records held by the Council, regardless of format, including:

- Paper records
- Electronic documents
- Emails
- Photographs
- Financial records
- Cemetery records
- Audio recordings
- Website content
- Map and Plans

### **3. Retention Principles**

The Council will:

- Retain records only for as long as necessary to fulfil legal, administrative, operational or historical requirements.
- Ensure records containing personal data are securely stored and protected from unauthorised access.
- Dispose of records securely once retention periods have expired, unless there is a lawful

reason to retain them.

- Preserve records of permanent historical value.
- Suspend destruction where records are subject to legal proceedings, audit investigation, complaint, Freedom of Information request, Environmental Information Regulations request or Subject Access Request.

#### 4. Disposal

Records due for disposal shall be reviewed by the Clerk before destruction.

Paper records containing confidential or personal information shall be cross-cut shredded or disposed of through a secure confidential waste service.

Electronic records shall be permanently deleted from Council systems and where applicable, removed through normal system backup.

#### 5. Archiving and Permanent Preservation

The council recognises that certain records have permanent historical value and should be preserved as part of the history of Doddington Parish.

Records identified within the Retention Schedule as 'preserve' shall normally be transferred to Cambridgeshire Archives Service once they are no longer required for the Council's current administrative purposes.

The Clerk will maintain an Archive Transfer Register recording each deposit made with Cambridgeshire Archives Service.

#### 6. Emails and Audio Recordings

Emails relating to Council business are Council records and must be retained in accordance with this Policy.

Routine or transitory emails may be deleted when no longer required.

Important emails forming part of a decision-making process, financial transaction, contractual arrangement, complaint, planning matter or legal issue should be retained within the relevant electronic filing system and retained in line with the applicable record category.

Audio recordings made solely for the purpose of preparing minutes shall be retained only until the relevant minutes have been approved by the Council and shall then be securely deleted.

#### 7. Retention Schedule

| <b>Record Type</b>                    | <b>Retention Period</b>      |
|---------------------------------------|------------------------------|
| Council Minutes (signed)              | Preserve                     |
| Council Agendas                       | 2 years                      |
| Meeting papers and supporting reports | 6 years                      |
| Policies and procedures               | Current version plus 6 years |
| Asset Register                        | Preserve                     |

| <b>Record Type</b>                                  | <b>Retention Period</b>                                           |
|-----------------------------------------------------|-------------------------------------------------------------------|
| Annual accounts and audit records                   | 6 years after audit year                                          |
| Accounting records, invoices and receipts           | 6 years                                                           |
| Bank statements                                     | 6 years                                                           |
| VAT records                                         | 6 years                                                           |
| Insurance records                                   | 6 years after expiry                                              |
| Contracts and agreements                            | 6 years after termination                                         |
| Legal documents relating to land and property       | Preserve                                                          |
| Personnel records                                   | 6 years after employment ends                                     |
| Payroll records                                     | 6 years                                                           |
| Pension records                                     | 12 years after benefits cease                                     |
| Accident books and reports                          | 3 years from last entry, or longer where legally required         |
| Health and Safety records                           | 6 years                                                           |
| Complaints records                                  | 6 years after closure                                             |
| Planning consultation responses and representations | 6 years                                                           |
| Declarations of Interest                            | Term of office plus 4 years                                       |
| Register of Members' Interests                      | As required by legislation                                        |
| Election documents                                  | Current election plus 1 year, unless required for longer          |
| Routine correspondence                              | 2 years, sooner if no longer required for administrative purposes |
| Correspondence of historical significance           | Permanent                                                         |
| Audio recordings of meetings                        | Until minutes approved, then delete                               |
| Cemetery registers                                  | Preserve                                                          |
| Burial records and grave registers                  | Preserve                                                          |
| Exclusive Right of Burial records                   | Preserve                                                          |
| Memorial applications                               | Life of memorial, plus 6 years                                    |
| Cemetery administration correspondence              | 6 years                                                           |
| Photographs of historical significance              | Preserve                                                          |
| Website records of historical significance          | Preserve                                                          |

#### 8. Review

This Policy will be reviewed every three years, or sooner if legislation, guidance or operational needs change.

#### Disclaimer:

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