

# **DOCUMENT RETENTION AND DISPOSAL POLICY**

## **Shabbington Parish Council**

### **1. Purpose**

This policy explains how **Shabbington Parish Council** (“the Council”) manages, retains and disposes of its records.

The Council will comply with relevant legislation including:

- Local Government Act 1972
- Freedom of Information Act 2000
- Data Protection Act 2018
- UK General Data Protection Regulation
- Limitation Act 1980

This policy applies to paper and electronic records.

### **2. Responsibility**

The **Clerk/Responsible Financial Officer (RFO)** is responsible for:

- Maintaining Council records
- Ensuring secure storage
- Authorising disposal of records
- Keeping a simple record of what has been destroyed

Councillors must ensure that Council-related documents in their possession are handled securely and passed to the Clerk when required.

### **3. Retention Periods**

The Council will only keep records for as long as necessary. The following general retention periods apply:

#### **Permanent**

- Minutes of Council meetings
- Annual accounts and audit records
- Title deeds, leases and land records
- Byelaws

#### **6 Years**

- Accounting records and invoices
- Bank statements
- Payroll records
- Contracts (unless sealed – see below)
- Insurance documentation
- Planning responses
- Complaints

#### **12 Years**

- Contracts made under seal

#### **Employment Records**

- Staff files: 6 years after employment ends
- Pension records: Permanent

#### **General Correspondence**

- 2 years unless it relates to legal, financial or employment matters

Where legal action, audit, investigation or a Freedom of Information request is ongoing, records must not be destroyed until the matter is concluded.

#### **4. Storage**

- Paper records will be stored securely in locked cabinets.
- Electronic records will be password protected and backed up where possible.
- Personal data will be handled in accordance with data protection legislation.

#### **5. Disposal**

When records reach the end of their retention period, they will be:

- Shredded (paper records containing confidential information)
- Securely deleted (electronic records)

**Adopted by:** Shabbington Parish Council

**Date:** 9<sup>th</sup> March 2026