

## **Document Retention Policy**

### **1 Introduction**

1.1 Scarning Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations, and to contribute to its effective management of the Parish Council.

1.2 The guidelines set out in this document support the Parish Council's Data Protection Policy and assist in compliance with the Freedom of Information Act 2000, the General Data Protection Regulation 2018 (GDPR) and associated legislation.

1.3 It is important that the Parish Council has in place arrangements for the retention and disposal of documents necessary for the adequate management of services in undertaking its responsibilities.

1.4 The Parish Council will ensure that information is not kept for longer than is necessary, and will retain the minimum amount of information it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

### **2 Responsibilities**

2.1 The Parish Council has a responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Clerk to the Council. The Clerk is required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

### **3 Retention**

3.1 Appendix A sets out the length of time which records need to be retained and the action which should be taken when it is of no further administrative use. The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems.

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To be reviewed: December 2028

## Appendix A

Document	Minimum retention period	Reason
Minute books	Indefinite	Hard copy to be archived (NRO), electronic copy maintained by Clerk
Accounts	Indefinitely	Hard copy Archive (NRO), electronic copy (Clerk)
Annual Governance and Accountability Return	Indefinitely	Hard copy Archive (NRO), electronic copy (Clerk), website (at least five years)
Asset Register	7 years	Audit and management
Receipt records	7 years	VAT
Bank statements	7 years	Audit and management
Bank paying in books	7 years	Audit and management
Cheque book stubs	7 years	Audit and management
Quotes and tenders from contractors	12 years	Statute of limitations
Invoices	7 years	VAT
Timesheets	Last completed audit (Clerk and Chair to delete)	Audit.
Payroll, sickness/holiday record	Last completed audit	Audit, employment
Tax codes	7 years	Audit, HMRC
Job application forms	6 months advisory	Post interview queries
Insurance policy	While valid	Audit and management
Employers Liability certificates	40 years	Audit and management
Property title deeds, leases	Indefinite	Audit and management
Tenancy agreements	Length of tenancy plus 12 months	Audit and management
Councillor Declarations of Acceptance of Office	Term of office + one year	Management