# 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.

Approved: December 2025.
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 |