



## Data Retention

Birchanger Parish Council recognises that for the efficient management of its records, it is necessary to comply with its legal and regulatory obligations to ensure the effective overall management of the Parish Council. This document provides the framework for data retention.

Adopted	2 <sup>nd</sup> July 2024
Date of next review	2026

Document history

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	Basic file description	Data Protection issues	Statutory Provisions	Retention Period (operational)	Action at end of administrative life of record
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1	Assets				
1.1	Title deeds			PERMANENT/Indefinite	Archived (offer to Essex Records)
1.2	Leases			PERMANENT/Indefinite	Archived (offer to Essex Records)
1.3	Assets of Community Value (ACV)			PERMANENT/Indefinite	Archived (offer to Essex Records)
1.4	Village Green			PERMANENT/Indefinite	Archived (offer to Essex Records)
1.5	Asset register			PERMANENT/Indefinite	
1.6	Inventories			Current year + 6 years	Secure Disposal
1.7	Burglary, theft and vandalism records			Current year + 6 years	Secure Disposal
1.8	Planning applications			Detail kept at District Council. BPC responses recorded in meeting minutes	

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2	Meetings				
2.1	Agendas			One copy kept	Secure Disposal <sup>1</sup>
2.2	Minutes (master copy signed)	There may be data protection issues if the meeting is dealing with confidential staff issues relating to staff	BPC Code of Conduct Committee on Standards in Public Life <sup>2</sup>	PERMANENT/Indefinite	Archived (offer to Essex Records)
2.3	Reports presented to PC			Reports should be kept for a minimum of 6 years	Secure Disposal
3	Finance				
3.1	Finance: Banking				
	Income and expenditure accounts			PERMANENT/Indefinite	
	Annual return			PERMANENT/Indefinite	
	Paid invoices			6 years	Secure Disposal
	VAT records			6 years	Secure Disposal
	Bank statements			6 years	Secure Disposal
	Paying in and receipt books			6 years	Secure Disposal
	Cheque stubs			6 years	Secure Disposal
	Banking mandate			Until confirmation is received that updated mandate has been implemented	Secure Disposal

<sup>1</sup> Confidential waste bins or cross cut shredder

<sup>2</sup> Independent Committee on Standards in Public Life: review underway looking at accountability within public bodies (June 2024)

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3.2	Finance: Quotations & Tenders			Unsuccessful: keep until annual financial audit Successful: minimum 6 years <sup>3</sup>	Secure Disposal
3.3	Finance: Contracts				
	All records relating to the management of contracts under seal		Limitation Act 1980	Last payment on the contract + 12 years	Secure Disposal
	All records relating to the management of contracts under signature		Limitation Act 1980	Last payment on the contract + 6 years	Secure Disposal
	Records relating to the monitoring of contracts			Current year + 2 years	Secure Disposal
3.4	Finance: Insurance				
	Insurance Policy records			6 years	Secure Disposal
	Policy claims			6 years	Secure Disposal
	Employers Liability Insurance certificate(s)			40 years	

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<sup>3</sup> Depends upon project

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4.	Staff				
	All records leading to the appointment of a new employee	Yes		6 years	Secure Disposal
	All records leading to the appointment of new staff: Unsuccessful candidates	Yes		Date of appointment of <u>successful</u> candidate + 6 months	Secure Disposal
	All records leading to the appointment of new staff: Successful candidate	Yes		All relevant information should be added to staff personal file and all other information retained for 6 months	Secure Disposal
	Disciplinary records	Yes		Period of employment + 6 Months	Secure Disposal
	Appraisals	Yes		Period of employment + 6 Months	Secure Disposal
	Time sheets	Yes		Last completed audit year	Secure Disposal
	PAYE records (payroll)	Yes		Current and 3 previous tax years <sup>4</sup>	Secure Disposal

<sup>4</sup> Minimum wage records minimum of 6 years

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5	Councillor Records				
	Declarations of acceptance	Yes		Term of office	Secure Disposal
	Register of interests	Yes		Term of office	Secure Disposal
6	Health & Safety				
	Health & Safety Risk Assessments			Life of risk assessment + 3 years	Secure Disposal
	Accident reporting	Yes	Social Security (Claims and Payments) Regulations 1979 Regulation 25. Social Security Administration Act 1992 Section 8 Limitation Act 1980		
	Adults	Yes		Date of the incident + 6 years	Secure Disposal
	Children	Yes		DoB of the child + 25 years	Secure Disposal
	Records relating to accident/injury at work	Yes		Date of incident + 12 years. In the case of serious accidents a further retention period will need to be applied	Secure Disposal

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7.	Policies				
	Policies 1. Code of Conduct 2. Complaints 3. Disciplinary 4. Equal Opportunities 5. Financial regulations 6. Grant 7. Grievance 8. Personal data breach 9. Personal subject access 10. Risk Management 11. Sickness & Absence 12. Standing orders 13. Subject Access Requests			Review cycle determined for each policy.	Disposal at end of cycle
8.	Complaints				
	Complaint records	Yes		6 years after closure	Secure disposal