F&BP
PARISH COUNCIL

FILKINS & BROUGHTON POGGS PARISH COUNCIL

Retention and Disposal Policy

Adopted Date	**February 2026**
Review Date	**As required**
Chairman Signature	

Retention and Disposal Policy

1. Introduction

1.1 The Parish Council accumulates information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.

1.2 Records created and maintained by the Parish Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Parish Council's transactions and are necessary to ensure it can demonstrate accountability.

1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.

1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Parish Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Parish Council.

1.5 In contrast to the above the Parish Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

2.1 The aim of this document is to provide a working framework to determine which documents are:

Retained – and for how long; or
Disposed of – and if so by what method.

2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:

- 'With compliments' slips.
- Catalogues and trade journals.
- Non-acceptance of invitations.
- Trivial electronic mail messages that are not related to Parish Council business.
- Requests for information such as maps, plans or advertising material.
- Out of date distribution lists.

2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.

2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations

3. Roles and Responsibilities for Document Retention and Disposal

3.1 Parish Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis

to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.

3.2 Parish Councils should ensure that all employees are aware of the retention/disposal schedule.

4. Document Retention Protocol

4.1 Parish Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.

4.2

4.3 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:

4.4 Facilitate an audit or examination of the business by anyone so authorised.

4.5 Protect the legal and other rights of the Parish Council, its clients and any other persons affected by its actions.

4.5 Verify individual consent to record, manage and record disposal of their personal data. Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.

To facilitate this the following principles should be adopted:

- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
- Documents that are no longer required for operational purposes but need retaining should be placed at the records office.

4.6 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5 Document Disposal Protocol

5.1 Documents should only be disposed of if reviewed in accordance with the following:

(a) Is retention required to fulfil statutory or other regulatory requirements?
(b) Is retention required to meet the operational needs of the service?
(c) Is retention required to evidence events in the case of dispute?
(d) Is retention required because the document or record is of historic interest or intrinsic

6 Value

6.1 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.

6.2 Documents can be disposed of by any of the following methods:

6.3 Non-confidential records: place in waste paper bin for disposal.

6.4 Confidential records or records giving personal information: shred documents.

7 Deletion of computer records.

7.1 The following principles should be followed when disposing of records:

(a) All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Parish Council being prosecuted under the General Data Protection Regulations, the Freedom of Information Act or cause reputational damage.
(b) Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
(c) Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
(d) Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).
(e) Records should be maintained of appropriate disposals. These records should contain the following information:
    - The name of the document destroyed.
    - The date the document was destroyed.
    - The method of disposal.

7. General Data Protection

7.1 Parish Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:
- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.
- External storage providers or archivists that are holding Parish Council documents must also comply with the above principles of the General Data Protection Regulations.

8. Scanning of Documents

8.1 In general once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.

8.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.

8.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

List of Documents

The full list of the Parish Council's documents and the procedures for retention or disposal is available from our Clerk – Cris Hoad. This is updated regularly in accordance with any changes to legal requirements.

Filkins and Broughton Poggs Parish Council

Document	**Minimum retention period**	**Reason**
Minute books	Indefinite	Archive
Scales of fees and charges	Six years	Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books of all kinds	Six years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Quotations and tenders	Six years	Limitation Act 1980 (as amended)
Paid invoices	Six years	VAT
VAT records	Six years generally but 20 years for VAT on rents	VAT
Postage, and telephone books	Six years	Tax, VAT, and Limitation Act 1980 (as amended)
Timesheets	Three years (or last completed audit year)	Audit (requirement) and personal injury (best practice)
Wages	12 years	Superannuation
Insurance policies	As long as a claim can be made under it	Management and legal proceedings
Certificates for Insurance against liability for employees	Indefinitely	Future claims

Title deeds, leases, agreements, contracts	Indefinite	Audit and management
Members allowances register	Six years	Tax and Limitation Act 1980 (as amended)
For allotments:		
Register and plans	Indefinite	Audit and management
For burial grounds:		
Register of fees collected, register of burials, register of purchased graves, register/plan of grave spaces, register of memorials, applications for interment, applications for right to erect memorials, disposal certificates, and copy certificates of grant of exclusive right of burial.	Indefinite	Archives and Local Authorities Cemeteries Order 1977 (SI. 204)