SHALDON PARISH COUNCIL

RECORDS MANAGEMENT AND DOCUMENT RETENTION POLICY

ADOPTED 27 May 2025
NEXT REVIEW MAY 2026

INTRODUCTION

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

SPC recognises that it is important that it has in place arrangements for the retention and disposal of documents necessary for the adequate management of services in undertaking its responsibilities. This policy sets out the minimum requirements for the retention of documents and sets out the requirements for the disposal of documents. However, it is important to understand that this is a live document and will be updated on a regular basis.

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

AIMS AND OBJECTIVES

Up to date, reliable and accurate information is vital to support the work of SPC and the services provided to residents. This document will assist SPC to:

- ensure the retention and availability of the minimum amount of relevant information that is necessary for the Council to operate and provide services to the public.
- Comply with legal and regulatory requirements which include the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the GDPR.
- Save the Clerk and Councillors' time and effort when retrieving information by reducing the amount of information that may be held unnecessarily.
- Ensure archived records that are historical value are appropriately retained for the benefit of future generations.

SCOPE

For the purpose of this policy, 'documents' includes electronic and paper records.

Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

ROLES AND RESPONSIBILITIES

The SPC Clerk has responsibility for implementation of the policy under delegation of the SPC.

The SPC Clerk is responsible for the maintenance and operation of this policy including ad-hoc checks to ensure compliance.

Councillors are also responsible for their own record management relating to their official Council email, website management and other official Council roles and duties that may involve information and data management.

RETENTION

Timeframes for the retention of documents have been set up using legislative requirements, guidance from the National Association of Local Councils (NALC) and Chartered Institute of Personnel and Professional Development (CIPD).

A condition of retention is that safe storage and controlled access will remain in place.

The attached Appendix shows the minimum requirements for the retention of documents as determined by SPC for the management of specific documentation types. The Officer and Councillors should exercise judgement as to whether they can be disposed of at the end of those periods detailed in the attached Appendix.

DISPOSAL

Documents/data no longer required by SPC for administrative purposes must be finely shredded/disposed of through specialist waste removal contractors and/or deleted entirely and securely from the SPC computer system(s).

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APPENDIX

Documentation Retention Timescales

DOCUMENT	RETENTION PERIOD
Annual Governance & Accountability Return	Indefinite
Annual Receipt & Payments Schedule (Accounts)	Indefinite
Records of all accounting transactions held in Financial Management System	At least 6 years
Asset Register	Indefinite
Bank Statements	6 years
Cheque Book Stubs	Last completed
Paying in Books	Last completed
Quotations	6 years
Paid Invoices	6 years
VAT Records	6 years
Salary Records	6 years
Tax and NI records	6 years
Insurance Policies	While Valid
Certificate of Employers Liability	40 years
Certificate of Public Liability	40 years
Deeds or Leases	Indefinite
Declarations of Acceptance	Term of Office
Members register of interests	Term of Office
Complaints	1 year
General information	3 years
Routine correspondence & emails	6 months
Minutes	Indefinite
Policies and Procedures	3 years from date policy is superseded
Risk Assessments	6 years

Planning Applications

All planning applications and relevant decision notices are available at Teignbridge District Council. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Authority Planning minutes and are retained indefinitely. Correspondence received in connection with applications will be retained as stated in the above schedule.