

Bolton by Bowland, Gisburn Forest & Sawley Parish Council

DATA RETENTION AND RECORDS MANAGEMENT POLICY

Bolton by Bowland, Gisburn Forest & Sawley Parish Council is aware that the efficient management of its records is required to comply with its legal and regulatory obligations. The General Data Protection Regulations 2018 requires the Parish Council to maintain a retention schedule. The policy also ensures that valuable information is not destroyed and that information held is relevant.

This policy applies to all records created, received or maintained by the Parish Council in hard copy or electronic format. The Parish Council as a body has overall responsibility for the implementation of the Policy and the Clerk covers the day to day management of the Parish Council's records.

Records	Retention period	Action	Reason
Administrative			
Signed Parish Council and Committee Minutes	Transfer to County Records Office after 6 years or once they become inactive	Preserve	Common practice
Draft minutes	Until the date of confirmation of the minutes	Destroy	Operational
Agendas KEEP 6 years electronically on Laptop & website only	Until there is no longer an administrative requirement	Destroy	
Reports and other documents circulated with agendas	Until there is no longer an administrative requirement. Destroy these reports if copies are already included with signed minutes hard copy in Minutes file,	Review	Common practice
Councillors' declarations of office	4 years or until they vacate office	Destroy	Operational
Register of electors	Until there is no longer an administrative requirement	Destroy	Copy held by Parish Clerk, signed for as not a Public Document
Policy documents	Until there is no longer an administrative requirement	Annual review, dating update	Operational

Maps, plans, and surveys of property owned by the council or meeting	Keep with Clerk but consider a transfer to records office once they become inactive	Preserve	Common practice
General correspondence	6 Years after correspondence Ends but Electronically only, IF BACKED UP, & hard copy not therefore needed	Destroy	Operational
Public consultation, survey	6 years then review as may be obsolete	Destroy	Operational
Complaints	6 Years after resolution of complaint which reflects ICO directive	Destroy	Operational
Information Requests	6 Years after resolution of request	Destroy	Operational
Village/parish appraisals, plans, millennium projects and supporting papers	Indefinite or until there is no longer an administrative Requirement, review after 6 years. This refers to hard copy only	Review	Operational, as some documents are already in Archive Section of website
Planning applications and related papers for major controversial developments All planning documents are on RVBC website	Until there is no longer an administrative requirement RVBC documents show all, inc. history. Spreadsheet of current applications kept on laptop	Destroy hard copy once decision made by RVBC	Operational
Planning applications for minor works where permission is refused	All are accessible via RVBC documents on their website. Clerk can obtain copy upon request, at standard charge	Destroy hard copy as may be out of date	Limitation Act 1980
Planning Appeal decisions are taken by Ribble Valley Borough Council and documents are on RVBC website.	Accessed via RVBC website	Destroy hard copy	Operational

Leases, agreements, contracts and wayleaves	Until there is no longer an administrative requirement	Review	Operational
Quotations and tenders (successful)	6 years after contract ends	Destroy	Limitation Act 1980
Quotations and tenders (unsuccessful)	2 years	Destroy	Operational
Routine internal correspondence and papers Inc VH Grants, redacted where appropriate	Until there is no longer an administrative requirement	Review with the view to destroy	Operational All council business must be copied in to Clerk
Scale of fees and charges	Until superseded by new charges	Destroy	Operational 10p per sheet A4
Employers' liability	40 years after expiry date	Destroy	Employers' Liability Act 1969
Insurance policies	40 years after expiry date	Destroy	Employers' Liability Regulations 1998
Risk assessments	Once superseded by a new risk assessment or once inactive	Destroy	Operational
Personnel files need to be kept in 1 place, agreed to be with Clerk, locked cabinet	6 Years after termination of service	Destroy	Risk of investigation regarding any future litigation
Personnel files – annual leave	2 years	Destroy	Operational
Recruitment data - Successful	Add to personnel file	Destroy	Equalities Act
Recruitment data - Unsuccessful	6 months after recruitment finalised plus current year	Destroy	Equalities Act
Financial			
Receipt and payment books on computer	Transfer to records office once they become inactive	Preserve	Council financial regulations

Annual audited accounts	6 years	Destroy, but preserve if the receipt and payment books have not survived	Council financial regulations
Accounts and statements	6 years	Destroy	Council financial regulations
Cash and petty cash books Do not apply as no cash used	6 years	Destroy	Council financial regulations
Postage book Itemise all postage in Clerk's expenses	6 years	Destroy	Council financial regulations
Bank statements including deposit/saving accounts	6 years	Destroy	Council financial regulations
Bank paying-in books	6 years	Destroy	Council financial regulations
Cheque book stubs	6 years	Destroy	Council financial regulations
Paid invoices	6 years	Destroy	Council financial regulations
Paid cheques	6 years	Destroy	Council financial regulations
VAT records	6 years	Destroy	VAT Act 1994
VAT claims	6 years	Destroy	VAT Act 1994
Time sheets (inc. Lengthsman)	6 years	Destroy	Council financial regulations
Wage & PAYE records	12 years	Destroy	Statute of Limitation
Miscellaneous			
Minutes	Indefinite	Preserve as Hard Copy, also laptop & website	Audit, Operational
Legal papers	Indefinite	Preserve	Audit, Operational
Photographs	Until there is no longer an administrative requirement		Operational
Reports, guides, handbooks etc. received from other	Until there is no longer an administrative requirement	Review then destroy	Operational

organisations			
Information from other bodies	Retained for as long is useful and relevant.	Review then destroy	Operational

Notes:

Planning documents: documents are kept by the Planning Authority. Record of yearly applications received on computer record regularly backed up.

Deposit, storage and management of documents: documents kept at Clerk's home in appropriate filing cabinet and storage boxes; computer records stored on Parish laptop & backed up regularly by Clerk.

Confidential or personal information: paper copies to be shredded when discarded, computer information to be deleted.