

Gawcott with Lenborough Parish Council – Data Retention Schedule

This Data Retention Schedule supports the Council's Data Protection Policy. It sets out how long different categories of information are kept and the method of disposal.

Retention periods reflect statutory requirements, recommended best practice, and operational needs.

1. Governance & Administration

Record Type	Retention Period	Reason / Notes	Disposal Method
Minutes (full council & committees) – signed master copy	Permanent	Historical archive and legal record	Transfer to archive / secure digital archive
Draft minutes	Until approved	Administrative	Secure deletion
Agendas	5 years	Reference and audit	Secure deletion
Councillors' declarations of acceptance of office	Term of office + 1 year	Good practice	Secure deletion
Register of Members' Interests	As long as current + 1 year	Legal obligation	Secure deletion
Councillor contact details	As long as current	Operational	Secure deletion
Policies and procedures	Current version + 1 year	Version control	Secure deletion

2. Finance & Audit

Record Type	Retention Period	Reason / Notes	Disposal Method
Annual Accounts & Annual Governance and Accountability Returns (AGAR)	6 years	Statutory audit requirement	Secure deletion / archiving
Financial ledgers & cash books	6 years	HMRC requirements	Secure deletion

Record Type	Retention Period	Reason / Notes	Disposal Method
Invoices, receipts, purchase orders	6 years	Accounting records	Secure deletion
Bank statements & reconciliations	6 years	HMRC requirements	Secure deletion
Payroll records, PAYE, pensions	6 years	HMRC requirements	Secure deletion
Grant applications (received)	6 years	Audit purposes	Secure deletion
Grant applications (submitted by Council)	6 years	Audit purposes	Secure deletion
Asset Register	Permanent	Required for governance	Maintain/update

3. Employees, HR & Volunteers

Record Type	Retention Period	Reason / Notes	Disposal Method
Employee personnel files	6 years after employment ends	Limitation Act	Secure deletion/shredding
Contracts of employment	6 years after employment ends	Limitation Act	Secure deletion
Recruitment records (unsuccessful applicants)	6 months	Equality Act defence	Secure deletion
Annual leave, sickness records	3 years	HR management	Secure deletion
Disciplinary and grievance records	6 years after closure	Limitation Act	Secure deletion
Volunteer records	1 year after end of involvement	Good practice	Secure deletion

4. Planning & Development

Record Type	Retention Period	Reason / Notes	Disposal Method
Planning applications, comments, correspondence	3 years	Reference	Secure deletion
Neighbourhood Plan documents	Permanent	Legal and historical	Archive

5. Contracts & Legal Documents

Record Type	Retention Period	Reason / Notes	Disposal Method
Contracts & agreements	6 years after expiry	Limitation Act	Secure deletion
Leases	12 years after expiry	Limitation Act (deeds)	Secure deletion
Insurance policies	6 years after expiry	Limitation Act	Secure deletion
Accident/incident reports	3 years (adults)	Health & safety	Secure deletion
Accident/incident reports involving children	Until child is 21	Limitation Act	Secure deletion

6. Correspondence & Communications

Record Type	Retention Period	Reason / Notes	Disposal Method
General correspondence (email or paper)	2 years	Operational	Secure deletion
Complaints (upheld/not upheld)	3 years after resolution	Good practice	Secure deletion

7. Land, Buildings & Asset Management

Record Type	Retention Period	Notes	Disposal Method
Title deeds	Permanent	Legal requirement	Archive
Burial records/interment registers	Permanent	Statutory	Archive
Allotment tenant records	Current tenant + 3 years	Operational	Secure deletion

8. Electoral Records

Record Type	Retention Period	Notes	Disposal Method
Register of Electors (if supplied)	As provided for current year	Must be securely held	Secure deletion
Election documents (parish elections)	1 year	As per legal guidance	Secure deletion

9. Subject Access Requests & Data Protection

Record Type	Retention Period	Notes	Disposal Method
Subject Access Requests & responses	3 years	ICO guidance	Secure deletion
Data breach records	6 years	ICO guidance	Secure deletion
Consent forms	As long as consent is valid	Evidence of consent	Secure deletion

10. Review and Disposal

- Records must be reviewed at least annually.
- When retention expires, records must be deleted or destroyed securely (shredding or permanent digital deletion).
- Any record required for litigation, investigation, audit, or ongoing business must be retained until the case is closed, even if the scheduled retention period has passed.