

## **Retention and Disposal Policy 2021 - (to be reviewed by Council in May 2021)**

### **Introduction:**

In the course of carrying out its various functions, Bredon Parish Council creates and holds a wide range of recorded information. Records need to be properly retained to enable the Parish Council to meet its business needs, legal requirements, to evidence events or agreements in the event of allegations or disputes and to ensure that any records of historic value are preserved. The untimely destruction of records could affect:

- the conduct of daily business;
- the ability to defend or instigate legal actions;
- the ability to comply with statutory obligations.

Conversely, the permanent retention of records is undesirable, and disposal is necessary to free up storage space, reduce administrative burden and to ensure that Bredon Parish Council does not unlawfully retain records for longer than necessary (particularly those containing personal data). This policy supports Bredon Parish Council in demonstrating public accountability through the proper retention of records and by demonstrating that disposal decisions are taken with proper authority and in accordance with due process.

This Policy should be read in conjunction with the Privacy Policies.

### **Scope and Objectives of the Policy:**

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

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

### **Retained documents will include:**

- Agendas 1 year
- Minutes (signed hard copy/website copy) in perpetuity.
- Financial Records (paper copy/computer records) 8 years.
- PAYE records (current employees) whilst current + 1 year.
- VAT records 8 years.
- Complaints 2 years.
- Deeds and Legal documents in perpetuity.
- General Correspondence (email/paper copy) 1 year when it is envisaged there will be a need to refer to it on an ongoing basis.
- Maps/Plans in perpetuity.
- Burial Register in perpetuity.
- Allotment Tenants Register & Agreements – whilst current.
- Policy Documents.

### **Disposed of – and if so by what method:**

- Draft correspondence – shredded.

- Correspondence no longer needed as evidence – shredded.
- Personnel/PAYE documents no longer needed as evidence – shredded.
- Planning documents – deleted or in waste bin.
- Confidential documents (included in the retained list) - shredded.

\* Documents that are no longer required for operational purposes but need retaining should be placed at the County Records Office.

*Information deleted from computers should not be retrievable.*

**Responsibility:**

Staff and councillors are responsible for ensuring that this protocol is followed in handling Council information/parishioner correspondence.