

## YOXFORD PARISH COUNCIL – DATA RETENTION AND DISPOSAL POLICY

1. The Council recognises that efficient management of its records throughout their lifecycle will enable it to comply with its legal requirements and to contribute effectively to its functions.
2. This Policy aims to ensure compliance with the Freedom of Information Act 2000 and the General Data Protection Regulation 2018.
3. This Policy also aims to support continuity of Council functions by ensuring vital records are not lost or destroyed in the event of fire, flood, theft or mismanagement.
4. This Policy applies to all records created, received or maintained by the Council in the course of carrying out its functions. These records may be in hard copy or kept electronically.
5. Paper records that require secure storage will be kept in lockable, metal filing cabinets with restricted access. Electronic records containing confidential or personal data will be password protected with restricted access. Confidential or personal data will only be sent by a secure, encrypted email system.
6. To mitigate against the loss of electronic information the Clerk will operate a regular back-up system to enable restoration of the data in the event of an environmental or data corruption incident. The back-up will be encrypted and held by the Chairman.
7. Councillors and the Clerk are aware of the importance of ensuring that personal information is only disclosed to people who are entitled to receive it.
8. Records that have reached the end of their administrative life or the minimum retention period prescribed by audit or statutory purposes will either be securely disposed of or offered to Suffolk Records Office for permanent preservation.
9. If the Council is in any doubt about whether a record should be retained or disposed of it will seek advice from SALC and retain that document until the advice has been received.
10. This Policy will be reviewed annually to ensure it reflects the current needs of the Council.

11. This Policy will be published so members of the public can review the basis on which the Council manages its records.
12. Attached to this Policy is a list of all the records the Council holds and the recommended retention periods, some of which are a statutory requirement.

	<b>Council Records</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action during Operational Period</b>	<b>Action at end of Administrative Life</b>
1.1	Minutes of signed Council meetings.		Indefinite.	One copy to be retained securely with the master set of minutes.	Transfer to Suffolk Records Office.
1.2	Agendas.		Indefinite	Secure electronic storage.	Secure electronic storage.
1.3	Reports and other documents circulated with the agenda.		Indefinite if copies are included with signed minutes and considered to be an important local issue.	One copy to be retained securely with the master set of minutes. Secure electronic storage.	Transfer to Suffolk Records Office.
1.4	Policy documents: a) Standing Orders b) Financial Regulations c) Complaints Policy d) Disciplinary Procedures e) GDPR Policies f) Suffolk Local Code of Conduct g) Internal Controls Statements		Indefinite.	One copy to be retained until annual review date.	Secure electronic storage.
1.5	Insurance policies.		2 years.	One copy to be retained until annual renewal date.	Secure disposal.
1.6	Certificates for insurance against liability for employees.	Employers Liability (Compulsory Insurance)	40 years from the date on which the insurance	Secure electronic storage.	Secure disposal.

		Regulations 1998 (SI 2753)	commenced or renewed.		
1.7	Employee Attendance Records.	Health and Safety Act 1974	Indefinite.	Secure electronic storage.	Secure electronic storage.
1.8	Risk Assessments.			One copy to be retained until annual review date.	Secure disposal.
1.9	Asset Registers.			One copy to be retained securely until annual review date.	Secure disposal.

	<b>Councillor Records</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action during Operational Period</b>	<b>Action at end of Administrative Life</b>
2.1	Councillor contact details.			One copy to be retained until change of Councillor or contact details. Permission to publish details online required.	Secure disposal.
2.2	Councillor table of responsibilities.			One copy to be retained until change of Councillor or responsibilities.	Secure disposal.
2.3	Councillor declarations of office.		Indefinite.	One copy to be retained securely.	Secure storage.
2.4	Councillor register of interests.		Indefinite.	Available to view on East Suffolk Council website.	Secure storage by East Suffolk Council.
2.5	Nomination forms for elections.		6 months.	One copy to be retained securely.	Secure disposal.
2.6	Allowances register.	Limitation Act 1980 (as amended).	6 years.	One copy to be retained securely.	Secure disposal.
2.7	Letters of application and CVs.			One copy to be retained securely.	Secure storage.
2.8	Letters of resignation.			One copy to be retained securely.	Secure storage.

	<b>Parish Records</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action during Operational Period</b>	<b>Action at end of Administrative Life</b>
3.1	Correspondence and papers on important local issues or activities.		Indefinite.	Secure storage.	Transfer to Suffolk Records Office.
3.2	Parish surveys and plans.		Indefinite.	Secure storage.	Transfer to Suffolk Records Office.
3.3	Planning applications and related papers for major controversial developments and related planning appeal decisions.		Indefinite.	Secure storage.	Transfer to Suffolk Records Office.
3.4	General planning applications, related papers and appeals.		None.	Date of meeting then secure disposal.	Planning applications, related papers and appeals are available for view on East Suffolk Council's online Public Access system dating back to 1988.
3.5	Quotations and tenders (successful).	Limitation Act 1980 (as amended).	12 years.	Secure storage.	Secure disposal.
3.6	Quotations and tenders (unsuccessful).		2 years.	Secure storage.	Secure disposal.
3.7	Playground assessments.		As long as they are of interest or use to the Council and/or the parish.	One copy to be retained.	Secure disposal.
3.8	Inspection records of village assets.		As long as they are of interest or use to the Council and/or the parish.	One copy to be retained securely.	Secure disposal.
3.9	Records relating to the Village Hall.		6 years.	Secure storage.	Secure storage.
3.10	Records relating to recreation grounds.		6 years.	Secure storage.	Secure storage.

3.11	Maps created under the provision of the Rights of Way Act 1932.		Indefinite.	One copy to be retained.	Transfer to Suffolk Records Office.
3.12	Any records of historical interest to the villages or parish.		Indefinite.	Secure storage.	Transfer to Suffolk Records Office.
3.13	Electoral rolls.		Current year.	Secure storage.	Secure disposal.
3.14	Supplier contracts.	Limitation Act 1980 (as amended)	6 years	Secure storage.	Secure disposal.

	<b>Administrative Records</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action during Operational Period</b>	<b>Action at end of Administrative Life</b>
4.1	Receipts and payments spreadsheets and accounts.		Indefinite.	Secure storage.	Secure storage.
4.2	Annual Governance and Accountability Return to auditors.		Indefinite.	One copy to be retained.	Transfer to Suffolk Records Office.
4.3	Internal audit reports.		Indefinite.	One copy to be retained.	Secure storage.
4.4	Bank statements including deposit and savings accounts.		6 years.	Secure storage.	Secure disposal.
4.5	Bank paying in books.		Last completed audit year.	Secure storage.	Secure disposal.
4.6	Cheque book stubs.		Last completed audit year.	Secure storage.	Secure disposal.
4.7	Bank reconciliations.		6 years.	Secure storage.	Secure disposal.
4.8	Invoices.		6 years.	Secure storage.	Secure disposal.
4.9	VAT records.		6 years.	Secure storage.	Secure disposal.
4.10	Budgets.		6 years.	Secure storage.	Secure disposal.
4.11	Precept letters.		6 years.	Secure storage.	Secure disposal.

	<b>Employee Records</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action during Operational Period</b>	<b>Action at end of Administrative Life</b>
5.1	Employee contact details.		6 years after left employ unless through ill-health or industrial tribunal case (keep until person is 65).	Secure storage.	Secure disposal.
5.2	Employee letters of application and CVs.		6 years.	Secure storage.	Secure disposal.
5.3	Letters of resignation.			Secure storage.	Secure disposal.
5.4	Salary, time sheets and payroll records.		Last completed audit year.	Secure storage.	Secure disposal.
5.5	Contracts of employment.			Secure storage.	Secure storage.
5.6	Pension records.			Secure storage.	Secure storage.
5.7	Employee Attendance Records.	Health and Safety Act 1974	Indefinite.	Secure storage.	Secure storage.

	<b>Cemetery Records</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action during Operational Period</b>	<b>Action at end of Administrative Life</b>
6.1	Burial charts.	Local Authorities Cemeteries Order 1977 (SI. 204).	Indefinite.	Secure storage.	Transfer to Suffolk Records Office.
6.2	Register of burials book.	Local Authorities Cemeteries Order 1977 (SI. 204).	Indefinite.	Secure storage.	Transfer to Suffolk Records Office.
6.3	Exclusive rights of burial registration book.	Local Authorities	Indefinite.	Secure storage.	Transfer to Suffolk Records Office.

		Cemeteries Order 1977 (SI. 204).			
6.4	Register of fees collected.	Local Authorities Cemeteries Order 1977 (SI. 204).	Indefinite.	Secure storage.	Transfer to Suffolk Records Office.
6.5	Register of memorials.	Local Authorities Cemeteries Order 1977 (SI. 204).	Indefinite.	Secure storage.	Transfer to Suffolk Records Office.
6.6	Scales of fees and charges.		6 years.	One copy to be retained until annual review.	Disposal.
6.7	Applications for interments.	Local Authorities Cemeteries Order 1977 (SI. 204).	Indefinite.	Secure storage.	Transfer to Suffolk Records Office.
6.8	Applications for the right to erect memorials.	Local Authorities Cemeteries Order 1977 (SI. 204).	Indefinite.	Secure storage.	Transfer to Suffolk Records Office.
6.9	Disposal certificates.	Local Authorities Cemeteries Order 1977 (SI. 204).	Indefinite.	Secure storage.	Transfer to Suffolk Records Office.

	<b>Correspondence Records</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action during Operational Period</b>	<b>Action at end of Administrative Life</b>
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7.1	Routine correspondence and papers received and issued.		As long as they are of interest or use to the Council and/or the parish.	Secure storage.	Secure disposal.
7.2	General reports, guides, handbooks, local plans etc received by the Council from other Suffolk bodies.		As long as they are of interest or use to the Council and/or the parish.	Replace with new reports, guides, handbooks, etc as issued.	Disposal.
7.3	Circulars and legal topic notes from SALC and NALC.		As long as they are of interest or use to the Council and/or the parish.	Replace legal topic notes as issued.	Disposal.
7.4	Records of local interest and gifts or records of general and local interest.	Local Government (Records) Act 1962.	As long as they are of interest or use to the Council and/or the parish.	Secure storage.	Transfer to Suffolk Records Office.

	<b>Legal Records</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action during Operational Period</b>	<b>Action at end of Administrative Life</b>
8.1	Title Deeds.		Indefinite.	Secure storage.	Transfer to Suffolk Records Office.
8.2	Property registers including registers of allotments.		Indefinite.	Secure storage.	Secure storage.
8.3	Leases, agreements and contracts		Indefinite.	One copy to be retained securely.	Secure storage.
8.4	Maps, plans and surveys of property and land owned by the Council.		Indefinite	One copy to be retained securely.	Secure storage.

	<b>Electronic Records</b>	<b>Statutory Provisions</b>	<b>Retention Period</b>	<b>Action during Operational Period</b>	<b>Action at end of Administrative Life</b>
9.1	Email.		2 years.	Secure storage.	Secure disposal.
9.2	Back-up USB sticks		1 year.	Secure storage.	Secure disposal.



9.3	Portable storage devices.		3 years.	Secure storage.	Secure disposal.
9.4	Cryptographic keys.	Waste Electrical and Electronic Equipment Regulations 2013.		Secure storage.	Secure disposal.

Approved by Full Council on 7<sup>th</sup> January 2021.

Review due January 2022.