

HOW CAPLE GROUP PARISH COUNCIL

DOCUMENT RETENTION AND DISPOSAL POLICY

1. Introduction

1.1 How Caple group Parish Council (the Council) recognizes that the efficient management of its records is necessary to comply with legal and regulatory obligations, ensure financial accountability, and support effective local administration.

1.2 This policy details how the Council retains, reviews, and disposes of records generated in the course of its official business.

1.3 This policy operates in strict alignment with the Council's General Data Protection Regulation (GDPR) Policy and its IT Policy.

2. Scope and Objectives

2.1 This policy applies to all records created, received, or maintained by the Council, regardless of physical format (e.g., paper documents, emails, digital files, and local cloud backups).

2.2 The core objectives are to:

- Ensure retention periods comply with UK statutory limits, the Limitation Act 1980, and financial audit rules.
- Prevent the unnecessary storage of redundant data, keeping in line with the data minimization requirements of the Data Protection Act 2018.
- Clear out obsolete documentation safely while ensuring historical records are permanently preserved.

3. Roles and Responsibilities

3.1 **The Parish Clerk:** As the designated Data Controller, the Clerk has overall responsibility for managing the retention and disposal schedules.

3.2 **Councillors and Staff:** All representatives must ensure that correspondence or records generated in their official capacities are managed according to these guidelines and are not deleted or preserved arbitrarily.

4. Retention Schedule

The following schedules mandate the minimum periods that specific document sets must be retained before deletion or destruction.

Administrative & Governance Records

Document Type	Minimum Retention	Reason / Statutory Authority
Minute Books (Signed original paper copies)	Indefinite	Permanent historical archive record.

Agendas & Meeting Papers	5 years	Management and corporate reference.
Declarations of Acceptance of Office	Term of office + 1 year	Local Government Act 1972.
Members' Register of Interests	Term of office + 1 year	Localism Act 2011 standard recommendation.
Routine Correspondence & General Emails	6 months - 1 year	Delete once resolved unless precedent-setting.
Complaints Records	1 - 2 years	Retained after closure and final resolution.

Financial & Procurement Records

Document Type	Minimum Retention	Reason / Statutory Authority
Annual Audited Accounts & Returns	Indefinite	Permanent corporate and historical record.
Receipt and Payment Accounts	Indefinite	Permanent financial overview.
Bank Statements & Authorisations	Current Year + 1	To clear the next completed audit cycle.
Cheque Book Stubs & BACS Forms	Current Year + 1	Audit tracking verification.
Paid Invoices & VAT Records	6 years	HMRC statutory rules & Limitation Act 1980.
Quotations & Successful Tenders	6 years	From contract completion (Limitation Act 1980).

Legal, Property, & Insurance Records

Document Type	Minimum Retention	Reason / Statutory Authority
Title Deeds, Leases, & Agreements	Indefinite	Kept securely in permanent storage asset proof.
Asset Register	Indefinite	Updated annually for valuation and audit.
Insurance Policies	Duration of validity	While risk policy remains active.
Employers' Liability Certificates	40 years	From commencement/renewal for health claims.

Employment & Human Resources

Document Type	Minimum Retention	Reason / Statutory Authority
Staff Employment Contracts	Employment + 6 years	Limitation Act 1980 breach of contract window.
Payroll, Salary, & Tax Records	6 - 12 years	Superannuation and HMRC compliance check.
Unsuccessful Job Applications	6 months	Period for bringing discrimination claims.

5. Document Disposal Protocol

5.1 Confidential and Personal Data: Any documents containing personal identifiers, financial details, or sensitive personnel records must be destroyed via secure shredding or confidential waste disposal.

5.2 Electronic Records: Deletion of electronic records, email archives, and cloud backups must be executed thoroughly so files cannot be retrieved.

5.3 Disposal Register: The Clerk will maintain a basic internal log of document batches destroyed, detailing the record category, dates covered, and date of disposal.

6. Review Mechanism

6.1 This policy will be reviewed every two years (or sooner if relevant data protection or local government legislation changes) to guarantee continued legal adherence.

Adopted Date: _____ September 15, 2026 _____

Review Date: _____ September 2028 _____

Signed (Chairman): _____

Signed (Parish Clerk): _____