

Easton Parish Council

Data Retention Policy

Introduction

The Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council.

This document provides the policy framework through which this effective management can be achieved and audited.

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Clerk to the Parish Council, and they are required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

This also referred to as the Data Controller in GDPR regulations introduced in May 2018.

This will be overseen by a Data Protection Officer ('DPO')

Retention Schedule

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record

needs to be retained and the action which should be taken when it is of no further administrative use.

The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored.

Disposal Procedures

All documents that are no longer required for administrative reasons will be safely disposed of.

- Hard Copies (Paper copies): Will be shredded and recycled.
- Digital copies: To be deleted from the hard drive on the Parish Council Computer and removed from any backup devices.

1. General Management		
Document	Retention Period	Location retained
Council minutes	Indefinite	Paper records placed in Huntingdon Archives after 5 years. Electronic records at Clerk's office and council website.
Council Agendas	5 years	records at Clerk's office
Council draft minutes	Only until minutes are signed/agreed.	records at Clerk's office
Minor planning applications	Not retained	records at Clerk's office
Major planning applications with council comment	5 years	records at Clerk's office
Councilors' acceptance of office	1 year	records at Clerk's office
Councilors' declarations of office	4 years or until left office	records at Clerk's office
Correspondence and papers on important local issues	indefinite	records at Clerk's office
Routine correspondence	1 year	records at Clerk's office
Internal council email	5 years unless relates to another category then it is retained for the designated time.	Email server and councilors personal computers
External council email	5 years unless relates to another category then it	Email server and councilors personal computers

	is retained for the designated time.	
Applications for positions	6 years after position finishes	records at Clerk's office
General records considered to be of historical interest	Indefinite	records at Clerk's office and paper records placed in Huntingdon Archives after 5 years.

2. Financial

Document	Retention Period	Location retained
Bank statements	Until the completed audit year	records at Clerk's office
Cheque book stubs	Until the completed audit year	records at Clerk's office
Paid invoices	6 years	records at Clerk's office
VAT records	6 years	records at Clerk's office
Receipt and payment account(s)	6 years	records at Clerk's office
Supporting documentation for VAT returns	6 years	Records at Clerk's office
Contracts and agreements	6 years	Records at Clerk's office

3. Insurance and contracts

Document	Retention Period	Location retained
Asset register	indefinite	Records at clerk's office
Insurance documents	10 years after end of policy	Records at clerk's office
Accident reports and claims	3 years after settlement	Records at clerk's office

4. Miscellaneous

Document	Retention Period	Location retained
Parish Newsletters	Indefinite	Electronic records on website

Last Reviewed: November 2025

Next Review: November 2026