



Document Retention Policy

1. Purpose of the Policy

This Document Retention Policy ensures that Treverbyn Parish Council manages its records responsibly, complies with legal and regulatory requirements, and retains information only for as long as necessary. The policy supports transparency, accountability and effective administration.

2. Scope

This policy applies to all records created, received, or maintained by Treverbyn Parish Council, including:

- Paper documents
- Electronic files
- Emails
- Photographs, maps, and plans
- Audio recordings
- Website and social media content

3. Principles

Treverbyn Parish Council will:

- Retain documents only for as long as required for operational, legal, financial, or historical purposes
- Dispose of documents securely when retention periods expire
- Store records safely to protect confidentiality, integrity, and accessibility
- Comply with UK GDPR, the Data Protection Act 2018, the Freedom of Information Act 2000, and relevant local government legislation

4. Responsibilities

Clerk / Responsible Financial Officer (RFO):

- Implements this policy
- Maintains retention schedules
- Ensures secure disposal of records

Councillors:

- Follow the policy when handling Council information
- Ensure records are passed to the Clerk for proper storage

5. Retention Schedule (Colour-Coded)

Governance & Administration (Blue)

Document Type	Retention Period	Notes
Signed Minutes	Permanent	Legal & historical record
Agendas	5 years	
Reports & Supporting Papers	5 years	
Policies & Procedures	Until superseded + 1 year	
Declarations of Acceptance of Office	Term of office + 1 year	
Register of Members' Interests	As long as current + 1 year	

Finance (Green)

Document Type	Retention Period	Notes
Annual Accounts	Permanent	
Audit Papers	7 years	
Bank Statements, Cheque Books, Paying-in Books	7 years	HMRC
Invoices, Receipts, Order Books	7 years	HMRC
VAT Records	6 years	HMRC

Document Type	Retention Period	Notes
Grants (received or awarded)	7 years	

■ Personnel (Orange)

Document Type	Retention Period	Notes
Employment Contracts	Employment + 6 years	
Payroll Records	6 years	
Recruitment Records (unsuccessful)	6 months	
Disciplinary & Grievance Records	6 years after closure	

■ Property & Assets (Purple)

Document Type	Retention Period	Notes
Title Deeds, Leases, Agreements	Permanent	
Insurance Policies	7 years	
Inspection Records (e.g., play areas, trees)	6 years	
Asset Register	Permanent	

■ Planning (Red)

Document Type	Retention Period	Notes
Planning Applications (Council copies)	1 year	Originals held by LPA
Planning Decision Notices	1 year	
Neighbourhood Plan Documents	Permanent	

■ Correspondence (Yellow)

Document Type	Retention Period	Notes
Routine Correspondence	2 years	
Complaints	3 years after resolution	
FOI Requests	3 years	

□ Digital Content (Pink)

Document Type	Retention Period	Notes
Emails	2 years (unless needed longer)	
Website Content	2 years	
Social Media Posts	1 year	

6. Secure Disposal

When documents reach the end of their retention period, they will be disposed of securely:

- Paper records: shredded or placed in confidential waste
- Electronic files: permanently deleted from all storage locations
- Hardware: wiped to approved standards before disposal

Records containing personal data must always be destroyed securely and irreversibly.

7. Archiving

Documents of historical, legal, or community significance may be transferred to the County Archive or retained permanently by the Parish Council. Examples include:

- Signed minutes
- Parish maps
- Historical photographs
- Major project documentation

8. Review of Policy

This policy will be reviewed annually every year, or sooner if legislation or best practice changes.

Adopted by Treverbyn Parish Council on: