LILBOURNE PARISH COUNCIL

Records Retention & Disposal Policy

1. Introduction

This policy sets out how Lilbourne Parish Council manages the retention and disposal of information in accordance with UK GDPR, the Data Protection Act 2018, and recognised good practice.

The Council must keep some records for statutory periods, while other information should be kept only as long as necessary.

2. Purpose of the Policy

This policy ensures that the Council:

- retains information for appropriate periods
- disposes of information securely
- complies with legal and audit requirements
- avoids holding unnecessary or excessive data
- supports transparency and accountability

3. Principles of Retention

The Council will:

- keep information only as long as necessary
- follow statutory retention periods where they exist
- review records regularly
- securely dispose of information no longer required

Retention periods apply to both digital and paper records.

4. Summary of Retention Periods

Council Administration

Record Type	Retention Period
Minutes (signed)	Permanent
Agendas	5 years
Correspondence (general)	2 years
Policies & procedures	Until superseded + 1 year
Complaints	3 years after closure

Finance

Record Type	Retention Period
Annual accounts	Permanent
Bank statements	6 years
Invoices & receipts	6 years
VAT records	6 years
Grants awarded	6 years

Staff & Councillors

Record Type	Retention Period
Payroll & pension records	6 years
Employment contracts	6 years after employment ends
Recruitment records	1 year
Declarations of acceptance of office	Term of office + 1 year
Register of Interests	Term of office + 1 year

Planning

Record Type	Retention Period
Planning comments	3 years
Planning correspondence	3 years

5. Secure Disposal

When information is no longer required, the Council will dispose of it securely:

- **Paper records**: shredded or placed in confidential waste
- **Digital records**: permanently deleted from devices and backups
- **Emails**: deleted from inbox, sent items, and archives

Councillors must ensure that any council information stored on personal devices is also deleted securely.

6. Archiving

Permanent records (e.g., signed minutes) will be stored securely and may be deposited with the local archive service if appropriate.

7. Responsibilities

The **Clerk** is responsible for:

- maintaining the retention schedule
- ensuring secure disposal
- advising councillors on retention requirements
- reviewing records annually

Councillors must follow this policy when handling council information.

8. Review

This policy will be reviewed every two years or sooner if legislation changes.