**GREAT WAKERING PARISH COUNCIL**

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| **Data Retention Policy** |
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| **Records**  |  **Retention Period**  | **Reason**  |
| **COUNCIL**  |
| Approved Minutes  | Indefinite  | Archive  |
| Agendas | 2 years | Management |
| Draft/rough notes of minutes taken at meetings  | Until minutes are approved  | Management  |
| Councillors’ acceptance of office  | Indefinite | Management  |
| Councillors contact details | Term of Office | Management |
| Register of Interests  | 6 years  | Management  |
| Forms/data re parish council elections/role | Term of office + 1 year  | Management  |
| Byelaws and orders  | Indefinite as required | Management |
| Policy documents  | Until superceded | Management  |
| Written correspondence/formal complaints | Only as required.3 years maximum. | Management.  |
| Electoral Register | 6 years | Management.  |
| Attendance Register | 3 years | Management |
| Planning Applications | Available online RDC |  |
| Standing orders/Code of Conduct | Current | Management |
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| **FINANCE**  |
| Receipt and Payment Accounts  | Indefinite  | Archive  |
| Paid Invoices  | 6 years  | VAT  |
| Paid Cheques  | 6 years  | VAT  |
| VAT records  | 6 years  | VAT  |
| Audit and annual return | 6 years | Audit/Management |
| Investments | Indefinite | Audit/Management |
| Pension records | 7 years unless still working then retained. | Audit/Management |
| Budget | 6 years | Audit/Management |
| Successful Grant Applications | 6 years | Audit |
| Unsuccessful Grant Applications  | Last completed audit year  | Audit  |
| Bank Statements  | 6 years  | Audit  |
| Paying in books  | Last completed audit year  | Audit  |
| Cheque Stubs  | Last completed audit year  | Audit  |
| Scales of fees and charges  | 6 years  | Management  |
| Members allowances register  | 6 years  | Tax, Statue of Limitations  |
| Petty cash books  | 6 years  | Tax, VAT, Limitations Act 1980 (as amended)  |
| Wages/allowance books  | 12 years  | Superannuation  |
| Paye/NI | 6 years | Audit/Management/HMRC |
| Receipt books | 6 years | Audit/Management |
| Precept  | 6 years | Audit/Management |
| Financial Regulations | Current | Audit/Management |
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| **INSURANCE**  |
| Insurance Policies  | 6 years  | Management  |
| Insurance company names and policy numbers  | Indefinite  | Management  |
| Certificates of public liability | 7 years | Limitation Act |
| Certificates of Employers’ Liability Insurance  | 40 years  | Limitation Period  |
| Risk assessments | 6 years | Limitation Period |
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| **HUMAN RESOURCES**  |
| Personal data of employees  | 6 years after employment terminates  | Recommended Practice  |
| Personal data of councillors | Immediate after end of term of office. | Management |
| Recruitment paperwork  | 6 months from last action for unsuccessful candidates. 6 months from end of employment for successful.  | Recommended Practice Limitation Act 1980 |
| Accident books / reports  | 3 years or if a child/young adult until that person reaches 21 years. | RIDDOR (SI.1995/3163)  |
| Statutory maternity, paternity, adoption pay records and evidence. | 3 years after the end of the tax year in which the pay period ends | Maternity and Parental Leave etc Regulations 1999 |
| Third party emergency contact details provided by staff/Officers/Councillors | Immediate after end of employment/term of office. | Management |
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| **SERVICES** |
| Allotment Agreements | Term of tenancy + 1 year | Audit, Management |
| Allotment plans | Indefinite | Management |
| Allotment (all other) | Only as required. | Management |
| Burial Registers/Records | Indefinite | Audit/Management |
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| **OTHER** |
| Quotations and tenders - successful | 6 years | Limitations Act 1980 (as amended) |
| Quotations and tenders -unsuccessful | Life of contract/tender plus 1 year. | Audit/Management |
| Title deeds, leases, agreements. | Indefinite | Audit, Asset management |
| Contracts/contractor details | 6 years | Audit/Management/Limitation Act 1980 (as amended) |
| Press releases/publications | Indefinite | Management |
| Asset register | Indefinite | Audit/Management |
| Surveys etc | Only as required for specified purpose. | Management |

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