



## **ECKINGTON PARISH COUNCIL**

### Retention and Disposal Policy 2020 -adopted June 2020

#### Introduction

In the course of carrying out its various functions, Eckington Parish Council creates and holds a wide range of recorded information. Records need to be properly retained to enable the Parish Council to meet its business needs, legal requirements, to evidence events or agreements in the event of allegations or disputes and to ensure that any records of historic value are preserved. The untimely destruction of records could affect:

- the conduct of daily business;
- the ability to defend or instigate legal actions;
- the ability to comply with statutory obligations;

Conversely, the permanent retention of records is undesirable and disposal is necessary to free up storage space, reduce administrative burden and to ensure that Eckington Parish Council does not unlawfully retain records for longer than necessary (particularly those containing personal data). This policy supports Eckington Parish Council in demonstrating public accountability through the proper retention of records and by demonstrating that disposal decisions are taken with proper authority and in accordance with due process.

This Policy should be read in conjunction with the Privacy Policies.

#### Scope and Objectives of the Policy

The aim of this document is to provide a working framework to determine which documents are:

Retained – and for how long;

Disposed of – and if so by what method.

#### Retained documents will include:

Agendas 1 year

\*Minutes (signed hard copy/website copy) in perpetuity

Financial Records (paper copy/computer records) 8 years

PAYE records (current employees) whilst current + 1 year

VAT records 8 years

Complaints 2 years

Deeds and Legal documents in perpetuity

General Correspondence (email/paper copy) 1 year when it is envisaged there will be a need to refer to it on an ongoing basis.

Maps/Plans in perpetuity

Burial Register in perpetuity

Allotment Tenants Register & Agreements – whilst current

Policy Documents

Disposed of – and if so by what method

Draft correspondence – shredded

Correspondence no longer needed as evidence – shredded

Personnel/PAYE documents no longer needed as evidence - shredded

Planning documents – deleted or in waste bin

Confidential documents (included in the retained list) - shredded

\*Documents that are no longer required for operational purposes but need retaining should be placed at the County Records Office.

Information deleted from computers should not be retrievable.

Responsibility:

Staff and councillors are responsible for ensuring that this protocol is followed in handling Council information/parishioner correspondence