

LOPPINGTON PARISH COUNCIL

Document Retention Policy

1. Introduction

This policy sets out the minimum periods for which records of Loppington Parish Council will be retained. It ensures compliance with legal and regulatory requirements and promotes efficient records management.

2. Scope

This policy applies to all Parish Council records, whether paper or electronic, including emails.

3. Principles

- Records will be retained for no longer than necessary.
- Records will be securely destroyed when no longer required.
- Permanent records will be archived appropriately.
- Personal data will be handled in accordance with UK GDPR.

4. Retention Schedule

Appendix A

5. Disposal

- Paper records: shredded or confidential waste service.
- Electronic records: permanently deleted from systems and backups where possible.
- Disposal will be authorised by the Clerk and recorded.

6. Archiving

Permanent records will be stored securely, either:

- In secure Parish Council storage; or
- With the County Record Office.

7. Review

This policy will be reviewed every three years or earlier if legislation changes.

Adopted:

Review date:

Appendix A

Document Schedule

Document Type	Retention Period	Reason/Authority
Governance		
Agendas	6 years	Audit/reference
Minutes (Council & Committees)	Permanent	LGA 1972 Archive
Reports	6 years	Governance
Annual Governance Statement	6 years	The Accounts and Audit Regulations 2015
Assets register	Permanent (updated annually)	Governance Requirement
Declarations of Acceptance	Term of Office	Management & governance
Register of members' interests	Term of Office	Management & governance
FOI & EIR disclosures log	2 years	Transparency
Register of gifts and hospitality	6 years	Audit Transparency
ICO registration	Current certificate	ICO register
Data Protection Records	6 years	GDPR accountability
Policy documents	For the lifetime of the policy	Administrative need
Accident Records	3-6 years	Limitation Act 1980 (as amended)
Complaints Records	6 years	Audit/Limitation Act 1980 (as amended)
Correspondence	2-6 years	Administrative need
Personnel		
Contracts of Employment	6 years after employment ends	Limitation Act 1980 (as amended)
Staff Records	6 years	Limitation Act 1980 (as amended GDPR
Payroll records	3-6 years after employment ends	HMRC requirement Limitation Act 1980 (as amended)
Pension Records	6 years after employment ends	Tax
Finance		
Accounts books	Permanent	LGA 1972 Archive
Budget	6 years	Audit
Precept (remittance)	6 years	Audit

Annual Statement of Accounts	6 years	The Accounts and Audit Regulations 2015
Internal Audit Report External Audit Report/Certificate of Exemption	6 years	The Accounts and Audit Regulations 2015
Invoices & receipts	6 years	VAT
Background documents, paying in books, cheque book stubs, bank statements	Last completed audit year	Audit requirement
VAT	6 years	HMRC requirement
Contracts	6 years after expiry	Limitation Act 1980 (as amended)
Grants awarded	6 years	Audit
Members allowances & Expenses	6 years	Tax, Limitation Act 1980 (as amended)
Insurance policy Employers Liability Certificate	Current valid policy 40 years	Employers' Liability (Compulsory Insurance) Regulations 1998
Financial Regulations	Current valid policy Superseded - 6 years	Archive
Standing Orders	Current valid policy	Archive
Property		
Title deeds	Permanent	HMLR
Leases	12 years after expiry	HMLR Limitation Act 1980 (as amended)
Other		
APM minutes	Permanent	LGA 1972 Archive