

Carlton Scroop and Normanton on Cliffe Parish Council:

Records Retention Schedule

Date of adoption: 16/03/26

Minute reference: 20260316 - 13.1

Proposed and Seconded by councilors: Proposed by Councillor England, seconded by Councillor Thomas

Chair of the Council: Alan Thomas

Clerk / Responsible Financial Officer: Florence Hill

Records Retention schedule

Purpose

This schedule ensures the Council retains records for the appropriate length of time to meet legal, regulatory, and operational requirements while complying with GDPR and data protection principles.

All records, whether electronic or paper, should be stored securely. Records that contain personal or sensitive data must only be accessed by authorised personnel (Clerk and Chair for electronic records) and disposed of securely when retention periods expire.

Retention Periods for Key Records

Record Type	Retention Period	Notes / Responsible Officer
Council Minutes and Agendas	Permanent	Minutes must be preserved as public record. Agendas may be kept electronically with minutes.
Councillor Register of Interests	6 years after leaving office	For transparency and audit purposes.

Election Records	1 year	Includes nomination forms, declarations of acceptance.
Financial Records:		
- Annual accounts / ledgers / trial balance	Permanent	Required for audit and historical reference.
- Invoices and receipts	6 years	For HMRC and VAT purposes.
- Payroll records	6 years	Includes salary, tax, pension contributions.
Contracts / Tenders / Procurement Documents	6 years after expiry	To meet contractual and legal obligations.
Insurance Policies	Permanent while active + 6 years after expiry	To cover claims or disputes.
Staff Records (including Clerk, RFO, volunteers)	6 years after termination	Includes contracts, performance records, training, leave, absence, disciplinary records.
Health & Safety Records / Accident Reports	3 years for general records; 12 years for records of serious injury	In accordance with Health & Safety regulations.
Complaints / Correspondence	6 years	Relevant to Council operations and legal obligations.
Planning Applications / Consultation Responses	6 years	Supports local planning and audit obligations.
Email Communications	6 years or as relevant to business / statutory obligations	Retain in Council email account or archive; delete personal emails after use.
Data Protection Requests (SARs / FOI Requests)	6 years	For audit and accountability purposes.

Audit Reports / Internal Audit Files	6 years	Statutory audit requirements.
CCTV Footage (if applicable)	30 days (unless required for investigation)	Only retained for operational or legal purposes.
Digital Documents on Google Drive	As per category above	Securely stored with access restricted to Clerk and Chair.

Disposal of Records

- Electronic Records: Delete securely from Google Drive or Council devices; ensure backups are also deleted.
- Paper Records: Shred or incinerate to prevent unauthorised access.
- Emails: Review and delete unnecessary messages; retain essential records in line with the retention schedule.

All disposal must ensure personal and sensitive data cannot be reconstructed.