



RECORD RETENTION POLICY

Bugbrooke Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the association. This policy operates in accordance with the UK GDPR and the Data Protection Act 2018, ensuring that personal data is not retained longer than necessary. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by Bugbrooke Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Bugbrooke Parish Council and which are thereafter retained in line with legal, regulatory and operational requirements to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. A small percentage of Bugbrooke Parish Council records may be selected for permanent preservation as part of the Parish Council's archives and for historical research.

Records will be disposed of securely at the end of their retention period. Paper records will be shredded or otherwise destroyed, and electronic records will be permanently deleted.

This policy should be read in conjunction with the Council's Data Protection Policy.

Responsibilities

Bugbrooke Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with Bugbrooke Parish Council's records management guidelines. The Clerk will ensure

that retention periods are regularly reviewed and updated in line with legal requirements and best practice. Compliance with this policy will be monitored and periodically reviewed by the Council.

Retention Schedule

Guidance from the Information Commissioner's Office has been considered in setting retention periods. The retention schedule refers to record series regardless of the media in which they are stored.

Document	Minimum Retention Period	Reason
Governance		
Minutes of Council meetings	Indefinite	Archive
Minutes of committee meetings	Indefinite	Archive
Agendas	6 years	Archive
Employment		
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	3 years	Management
Staff references	6 years after ceasing employment	Management
Application forms (interviewed – unsuccessful)	6 months	Management
Application forms (interviewed – successful)	6 years after ceasing employment	Management
Disciplinary files	6 years after ceasing employment	Management
Staff appraisals	6 years after ceasing employment	Management
Finance		
Scales of fees and charges	6 years	Management
Receipt and payment accounts	6 years	VAT
Bank statements	6 years	Audit
Cheque book stubs	6 years	Audit
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
Payroll records	6 years	HMRC
Petty cash accounts	N/A	Audit
Insurance		
Insurance policies	6 years after policy end	Management
Certificates for Insurance against liability for employees	6 years after policy end	Management
Certificates for Public Liability	6 years after policy end	Management
Insurance claim records	6 years after policy end	Management
Health and Safety		
Accident books	3 years from date of last entry (or longer where children are involved)	Statutory
Risk assessment	3 years	Management
Legal		
Deeds	Indefinite	Statutory
By-Laws	Indefinite	Statutory

General Management		
Councillors contact details	Duration of membership	Management
Lease agreements	12 years	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
Email messages	Retained in line with the subject matter of the email and deleted when no longer required	Management
Consent forms	5 years	Management
GDPR Security Compliance form	Duration of membership	Management
Complaints	6 Years	Management
FOI Requests	3 Years	Statutory

Signed _____ Chair 11th May 2026