

# Woodford Parish Council

## DATA RETENTION POLICY

Woodford Parish Council recognises that the management of Council records is necessary to comply with its legal and regulatory obligations.

This document provides the policy framework through which this may be achieved and audited.

### Scope

This policy applies to all records created, received or maintained by Woodford Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. A number of the Parish Council's records may be selected for permanent preservation as part of the Councils archives and for historical research.

### Responsibilities

Woodford Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with current regulations. 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 readily available.

### Retention Schedule

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
<b>MINUTES</b>		
Minutes of Council meetings	Indefinite	Archive
<b>EMPLOYMENT</b>		
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	6 years	Management
Staff references	6 years after ceasing employment	Management
Application forms (interviewed – unsuccessful)	12 months	Management
Application forms (interviewed – successful)	6 years after ceasing employment	Management
<b>FINANCE</b>		
Receipt and payment accounts	Indefinite	Archive
Bank statements	6 years plus current	Audit
Cheque book stubs	One year following audit	Audit
Paid invoices	6 years plus current	VAT
Payroll records	6 years plus current	Audit
	6 years plus current	HMRC
<b>INSURANCE</b>		
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
Risk assessment	3 years	Management
<b>GENERAL MANAGEMENT</b>		
Councillors Declaration of Office	Indefinite	Archive
Councillors contact details	Duration of membership	Management
Lease agreements	12 years after cessation	Management
Contracts	6 years after end of contract	Management
General Email / Correspondence messages	1 year following end of useful life	Management
Consent forms	5 years	Management
Grant Applications made my Council / Project documents	Indefinite	Archive
Planning Applications	3 years after date of Decision notice	Management