



NORTHCHURCH PARISH COUNCIL

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# Records Management Policy and Retention Schedule

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Date approved by Finance & General Purposes Committee	N/A
Date approved	16-02-2026

# Records Management Policy and Retention Schedule

## 1. Purpose

Northchurch Parish Council recognises the importance of proper records management. This policy and retention schedule sets out how the Council manages, retains, and disposes of records in line with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Local Government Act 1972
- Freedom of Information Act 2000
- NALC and Local Government Association (LGA) guidance

## 2. Scope

This policy applies to all records created, received, or held by Northchurch Parish Council, whether in paper or electronic format, including emails and digital files.

## 3. Responsibilities

- **The Parish Council** is responsible for adopting this policy.
- **The Clerk to the Council** is responsible for implementing the policy and ensuring records are managed correctly.
- **Councillors and staff** must ensure that records are created, stored, and disposed of in accordance with this schedule.

## 4. Records Management Principles

The Parish Council will ensure that records are:

- Accurate and up to date
- Stored securely and accessed only by authorised persons
- Retained only for as long as necessary
- Disposed of securely when no longer required

## 5. Retention Schedule

### Governance and Administration

Record Type	Retention Period	Legal Basis / Notes
Council minutes	<b>Permanent</b>	Local Government Act 1972 s228
Agendas and supporting papers	6 years	Audit and legal reference

Standing Orders, policies, codes	Until superseded + 6 years	Governance record
Councillor declarations of interest	Term of office + 6 years	Transparency requirements
Election records	1 year	Electoral law

## Finance and Audit

Record Type	Retention Period	Legal Basis / Notes
Annual accounts and AGAR	<b>Permanent</b>	Audit and public record
Bank statements	6 years	Audit purposes
Invoices, receipts, vouchers	6 years	VAT / audit
Payroll records	6 years	HMRC
VAT records	6 years	HMRC
Insurance policies	Expiry + 6 years	Claims reference

## Staffing and HR (where applicable)

Record Type	Retention Period	Legal Basis / Notes
Employee personnel files	Termination + 6 years	Employment law
Contracts of employment	Termination + 6 years	Legal reference
Pension records	75 years	Nest Pension
Sickness records	3 years	Health & employment

## Correspondence and Complaints

Record Type	Retention Period	Legal Basis / Notes
General correspondence	2 years	Operational need
Significant correspondence	6 years	Legal reference
Complaints	6 years	Ombudsman guidance

## Planning and Property

Record Type	Retention Period	Legal Basis / Notes
Planning consultation responses	2 years	Advisory role
Property deeds	<b>Permanent</b>	Legal ownership
Lease agreements	Term + 6 years	Legal reference
Asset register	<b>Permanent</b>	Audit requirement

## Data Protection and Information Rights

Record Type	Retention Period	Legal Basis / Notes
Subject Access Requests	3 years	ICO guidance
Data breach records	6 years	Accountability principle
ICO correspondence	6 years	Regulatory compliance

## Website and IT

Record Type	Retention Period	Legal Basis / Notes
Website content	Until superseded	Transparency
Website analytics data	26 months	Google Analytics default
Backup data	Rolling cycle	Business continuity

## 6. Disposal of Records

Records will be securely disposed of once their retention period has expired. Paper records will be shredded; electronic records will be permanently deleted.

A disposal log will be maintained by the Clerk to record destroyed records.

## 7. Review

This policy and retention schedule will be reviewed at least every **three years** or sooner if legislation or guidance changes.

**Adopted by Northchurch Parish Council on: 16<sup>th</sup> February 2026**

**Next review date: May 2027**