



CROOKHAM VILLAGE PARISH COUNCIL

DOCUMENT RETENTION AND DISPOSAL POLICY

INTRODUCTION

1. SCOPE & PURPOSE

The purpose of this policy is to aid staff when dealing with records in accordance with the Retention and Disposal Schedule attached.

Any decision whether to retain or dispose of a document should be taken in accordance with the Schedule. This provides guidance on recommended and mandatory minimum retention periods for specific classes of documents/records. Where a retention period has expired in relation to a particular document(s) a review should always be carried out before a final decision is made.

2. GENERAL OVERVIEW

2.1 In the course of carrying out its various functions and activities, the Council collects and receives information from individuals, statutory bodies and external organisations and generates a wide range of data/information which must be recorded.

2.2 These records can take many different forms, both manual and electronic, for a specified purpose and can include:

- Letters received from third parties
- Copy letters which have been sent out
- Employment and recruitment records
- Financial records
- Registers
- Contracts/deeds
- e-mail communications (and any attachments)
- Photographs
- Tape Recordings

2.3 Many of the above documents can be retained as 'hard' paper records or in electronic form depending on the service area and local practices that are followed.

2.4 Retention of specific documents and information may be necessary to:

- Fulfil statutory or other regulatory requirements.
- Evidence events/agreements in the case of disputes.
- Meet operational needs.
- Maintain employment records or other case files
- Ensure the preservation of documents of historic or other value.

2.5 The untimely destruction of documents could cause the Council:

- Difficulty in defending legal claims leading to fines or costs being fines or costs being awarded.
- Operational problems with the delivery of services.
- Reputational damage.

2.6 Failure to comply with the Freedom of Information or Data Protection Acts

However, the permanent retention of all documents is neither practicable or affordable. In addition, the retention of some documents is only permitted for a specified time as described by legislation. Therefore, appropriate, and secure disposal of documents and records is to be encouraged for the following reasons:

- To reduce the demand for and cost of storage space.
- To free up space both in physical and electronic terms that will enable more effective use of resources and assets.
- Indefinite retention of personal data will be unlawful.
- Reduction of fire risk (in the case of paper records).
- To present a professional and clean environment for employees, visitors and members of the Community.
- the Freedom of Information Act will make it important that the Council has clearly defined policies and procedures in place for disposing of records, and that these are well documented.

3. FREEDOM OF INFORMATION ACT 2000

The documenting of disposal is particularly important due to the Freedom of Information Act where the Council may need to demonstrate why it is unable to provide requested information.

4 DATA PROTECTION ACT 1998 & UK GDPR

To comply with the Data Protection Act and UK GDPR personal data processed for any stated purpose must not be kept for longer than is necessary for that purpose. In short, keeping such data beyond the length of time necessary for the stated purpose for which that data was obtained, is unlawful.

5. SCHEDULE ATTACHED

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION RETAINED	OFFICER RESPONSIBLE	DISPOSAL METHOD
Signed Minutes & Agendas	Indefinite	Statutory requirement Lawful Basis “C”	Parish Office for current 2 years.	Deputy Clerk and Clerk	All Minutes and Agendas are held and stored in a fireproof cabinet at Zebon Centre. When deemed necessary old documents may be taken to the Hampshire Records Office in Winchester for storage.
Playground and Gym Inspection sheets	25 years	Statutory Requirement Lawful basis “C”	Centre Managers Office ZCC and Parish Office at Hareshill	Centre Managers and Deputy Clerk	Bin
Accident/Incident report books check against RIDDOR regulations.	20 years	Statutory Requirement Lawful basis “C” Potential claims	Centre Managers Office ZCC and HHCC Parish Office	Centre Managers ZCC Deputy Clerk for HHCC	Confidential Waste. List of documents disposed to meet GDPR regulations and receipt required from shredding company.
ZCC & HHCC application to hire	6 years	Management Lawful basis “B”	Centre Managers Office at ZCC , Lemon Bookings Cloud	ZCC & HH Centre Managers	Confidential Waste. List of documents disposed to meet GDPR regulations and receipt required from shredding company. Lemon Bookings Cloud – Please refer to their Privacy Policy.
ZCC & HHCC Invoices	6 years	Management Lawful basis “B”	RFO/Managers offices or secure archive area. Quickbooks Cloud and Lemon Bookings Cloud.	RFO ZCC & HH Centre Managers	Confidential Waste. List of documents disposed to meet GDPR regulations and receipt required from shredding company. Quick Books Cloud – Please refer to Intuit Privacy Statement. Lemon Bookings Cloud – Please refer to their Privacy Policy.

Scale of fees and charges for ZCC & HHCC	6 years	Management Lawful basis “B”	Managers office at ZCC secure archive area	ZCC & HHCC Centre Managers	Bin.
Receipt and payment accounts	Indefinite	Archive Lawful basis “B”	RFO Office Secure archive at ZCC Quickbooks Cloud	RFO	Not applicable Quick Books Cloud – Please refer to Intuit Privacy Statement.
Receipt books of all kinds	6 years	VAT Lawful basis “B”	RFO Office Secure archive at ZCC Quickbooks Cloud	RFO	Bin Quick Books Cloud – Please refer to Intuit Privacy Statement.
Bank statements including deposit/savings accounts	1 year after the Audited period	Audit Lawful bases “B & C”	RFO Office Secure archive at ZCC Quickbooks Cloud	RFO	Confidential Waste. List of documents disposed to meet GDPR regulations and receipt required from shredding company.
Bank paying books	Last completed Audit year	Audit Lawful bases “B & B”	RFO Office Secure archive at ZCC Quickbooks Cloud	RFO	Confidential Waste. List of documents disposed to meet GDPR regulations and receipt required from shredding company. Quick Books Cloud – Please refer to Intuit Privacy Statement.
Cheque book stubs	Last completed Audit year	Audit Lawful bases “C & C”	RFO Office Secure archive at ZCC Quickbooks Cloud	RFO	Confidential Waste. List of documents disposed to meet GDPR regulations and receipt required from shredding company. Quick Books Cloud – Please refer to Intuit Privacy Statement.
Quotations and Tenders	6 years	Limitation Act 1980 (as amended) Lawful basis “C”	RFO Office Secure archive at ZCC Quickbooks Cloud	Clerk’s office	Confidential Waste. List of documents disposed to meet GDPR regulations and receipt required from shredding company. Quick Books Cloud – Please refer to Intuit Privacy Statement.

Paid invoices	6 years	VAT Lawful bases “B & C”	RFO Office Secure archive at ZCC Quickbooks Cloud	RFO	Confidential Waste. List of documents disposed to meet GDPR regulations and receipt required from shredding company. Quick Books Cloud – Please refer to Intuit Privacy Statement.
Paid cheques	6 years	Limitation Act 1980 (as amended) Lawful basis “C”	RFO Office Secure archive at ZCC Quickbooks Cloud	RFO	Confidential Waste. List of documents disposed to meet GDPR regulations and receipt required from shredding company. Quick Books Cloud – Please refer to Intuit Privacy Statement.
VAT Records	6 years (20 for VAT on rents)	VAT Lawful basis “C”	RFO Office Secure archive at ZCC Quickbooks Cloud	RFO	Confidential Waste. List of documents disposed to meet GDPR regulations and receipt required from shredding company. Quick Books Cloud – Please refer to Intuit Privacy Statement.
Petty Cash and postage	6 years	Tax, VAT Limitation Act 1980 (as amended) Lawful basis “C”	RFO Office Secure archive at ZCC Quickbooks Cloud	RFO	Confidential Waste. List of documents disposed to meet GDPR regulations and receipt required from shredding company. Quick Books Cloud – Please refer to Intuit Privacy Statement.
Wages books / Payroll	12 years	Superannuation (Pensions) Lawful bases “B & C”	RFO Office Secure archive at ZCC Quickbooks	RFO	Confidential Waste. List to be kept of classes of document and receipt required from shredding company. Quick Books Cloud – Please refer to Intuit Privacy Statement.
Insurance documents policies/certificates etc	3 years	Management Lawful basis “B”	RFO & Clerk in folders on Onedrive	RFO and Clerk	Retain company names and policy numbers. Bin remainder (NB – 40 year rule rescinded)

Title Deeds, leases, agreements	Indefinite	Audit Management Lawful basis “B”	Fireproof cabinet at ZCC Scanned copies in Clerk’s Onedrive	Clerk	N/A
Contracts	3 years after expiry	Management Lawful basis “B”	Secure area at ZCC	Officers & Centre Managers and Clerk’s laptop	Bin
Members allowances	6 years	Tax Limitation Act 1989 (as amended) Lawful basis “C”	N/A	N/A	N/A at current time. Members declined to authorise payment to themselves.
Declaration of Interests	Current while Member in post.	Management	Clerk’s office	Clerk	Upon resignation of Member shredded by Clerk.
CCTV footage	45 days	To allow time for requests under FOI	Zebon Centre Hareshill Centre	Centre Managers Deputy Clerk	Recordings overwritten every 45 days. Policy in place to deal with access requests.
General Correspondence	Retain for reference	Retain to comply with regulatory requirements or legal and other rights of interest	Relevant Officer	Clerk/Deputy Clerk/RFO/ZCC & HHCC Centre Managers	Dispose of as necessary to comply with requirements of GDPR
Correspondence relating to staff	If related to Audit refer to earlier sections	After employment ceased the Council may need to retain and access for the purpose of supply references	Clerk and RFO	Clerk & RFO offices	Confidential Waste. List to be kept of classes of document and receipt required from shredding company

		Lawful bases “B & C”			
Correspondence relating to financial matters	3 years (potential Tribunal claims)	Payment of tax, NIC and pensions in respect of legal claims against the Council	RFO Office Secure archive area at ZCC Quickbooks Cloud	RFO	Confidential Waste. List to be kept of classes of document and receipt required from shredding company. Quick Books Cloud – Please refer to Intuit Privacy Statement.
Emails	36 months	Management	CVPC One Drive CloudyIT Server	CVPC	Contractor (IT company) deletes emails.

The Lawful Bases for Processing

The lawful bases for processing are set out in Article 6 of the GDPR. At least one of these must apply whenever you process personal data:

- (a) Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.
- (b) Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- (c) Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations).
- (d) Vital interests:** the processing is necessary to protect someone's life.
- (e) Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- (f) Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)