



Records Retention Policy

1. Introduction

Milton Malsor Parish Council recognises that the efficient management of its records is necessary in order to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Council.

This policy provides the framework through which effective records management can be achieved and audited. It ensures that records are properly maintained, stored and disposed of in accordance with relevant legislation and good practice.

This policy supports compliance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

2. Scope

This policy applies to all records created, received or maintained by Milton Malsor Parish Council in the course of carrying out its functions.

Records are defined as all documents and information that facilitate the business of the Council and which are retained to provide evidence of its transactions or activities.

Records may be created, received or maintained in paper format, electronic format, email, or other digital communications.

3. Responsibilities

Milton Malsor Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment.

The Clerk to the Council has overall responsibility for the implementation and monitoring of this policy.

The Clerk will:

- provide guidance on good records management practices
- promote compliance with this policy
- ensure records are stored securely and can be retrieved efficiently
- oversee the secure disposal of records that have reached the end of their retention period

Councillors and staff must ensure that records for which they are responsible are accurate, securely stored, and disposed of in accordance with this policy.

4. Retention Schedule

Governance

Document	Minimum Retention Period	Reason
Council meeting minutes	Permanent	Archive / Historical record
Agendas	6 years	Management / Reference
Councillor declarations of interest	6 years after member leaves office	Governance
Register of members' interests	Duration of office + 6 years	Governance

Employment

Document	Minimum Retention Period	Reason
Staff employment contracts	6 years after employment ends	Employment law
Staff payroll records	3 years	HMRC
Staff references	6 years after employment ends	Employment law
Recruitment application forms (unsuccessful)	6 months	Equality legislation
Recruitment records (successful candidates)	6 years after employment ends	Employment law
Disciplinary records	6 years after employment ends	Employment law
Staff appraisals	6 years after employment ends	Employment management

Finance

Document	Minimum Retention Period	Reason
Receipt and payment accounts	6 years	Audit / VAT
Bank statements	6 years	Audit
Paid invoices	6 years	VAT
Cheque book stubs	6 years	Audit
Payroll records	3 years	HMRC

Petty cash records	6 years	Audit
Annual Governance and Accountability Return (AGAR)	Permanent	Audit record

Insurance

Document	Minimum Retention Period	Reason
Insurance policies	6 years after policy expires	Management
Employers' liability insurance certificates	40 years	Legal requirement
Public liability insurance records	6 years after policy expires	Legal

Legal and Administrative

Document	Minimum Retention Period	Reason
Legal agreements and contracts	6 years after contract ends	Limitation period
Complaints records	6 years	Governance
Freedom of Information requests	3 years	Administration
Data protection requests	3 years	Compliance

Planning

Document	Minimum Retention Period	Reason
Planning consultation responses	6 years	Reference
Planning correspondence	6 years	Administration

Digital Records

Document	Minimum Retention Period	Reason
Emails relating to council decisions	6 years	Governance
Routine emails	Delete when no longer required	Administration
Website and social media records	As required for governance records	Transparency

5. Disposal of Records

Records that have reached the end of their retention period will be reviewed and either securely destroyed, permanently deleted, or transferred to the Council's archive where appropriate.

Confidential records must be disposed of securely to ensure compliance with the Data Protection Act 2018 and UK GDPR.

6. Policy Review

This policy will be reviewed every three years or sooner if legislation or guidance changes.

Reviewed by Milton Malsor Parish Council: March 2026

Adopted by Milton Malsor Parish Council: April 2026

Next Review Date: March 2028