



## **PATELEY BRIDGE TOWN COUNCIL**

The Council Chamber, King Street

Pateley Bridge, HG3 5LE

[www.pateleybridgetowncouncil.gov.uk](http://www.pateleybridgetowncouncil.gov.uk)

# **Data Retention Policy**

## **1. Introduction**

The guidelines set out in this document support Pateley Bridge Town Council's Data Protection Policy and assist it in compliance with the Freedom of Information Act 2000, the General Data Protection Regulation 2018 (GDPR) and other associated legislation. It is important that Pateley Bridge Town Council has in place arrangements for the retention and disposal of documents necessary for the adequate management of services in undertaking its responsibilities. This policy sets out the minimum requirements for the retention of documents and sets out the requirements for the disposal of documents. However, it is important to note that this is a live document and will be updated on a regular basis.

The Town Council will ensure that information is not kept for longer than necessary and will retain the minimum amount of information to carry out its functions and the provision of services, whilst adhering to legal or statutory requirements.

## **2. Aims and Objectives**

It is recognised that up-to-date, reliable and accurate information is vital to support the work that Pateley Bridge Town Council does and the services provided to parishioners. This document will help to:

- Ensure the retention and availability of the minimum amount of relevant information necessary for the Town Council to operate and provide services to the public;
- Comply with legal and regulatory requirements, including the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the GDPR;
- Ensure archival records of historical value are retained for the benefit of future generations.

## **3. Scope**

For the purpose of this policy, 'documents' includes electronic and paper records. Original paper records rather than photocopies will be retained where possible.

## **4. Standards of good practice**

The Town Council will make every effort to meet the following standards of good practice:

- Adhere to legal requirements for the retention of information as specified in the Appendix;
- Personal information, including disclosure information, will be retained in locked filing cabinets within the Council Chamber and access to these documents will be by authorised personnel only;

- Appropriate measures will be taken to dispose of information that is no longer required and to ensure that confidential and sensitive information is securely destroyed;
- Information about unidentifiable individuals may be held indefinitely for historical, statistical or research purposes;
- Wherever possible only one copy of any personal information will be retained.

## 5. Breach of Policy and Standards

5.1 Any employee who knowingly or recklessly contravenes any instruction contained in or following from this Policy, may, depending on the circumstances of the case, have disciplinary action, which could include dismissal, taken against them

5.2 Where there is a breach of the policy, the Town Council may need to consider whether there is also a breach of the GDPR.

## 6. Roles and Responsibilities

The Clerk to the Council has responsibility for implementation of the policy under delegation of the Town Council, and for its maintenance and operation including ad-hoc checks to ensure compliance.

## 7. Retention

7.1 Timeframes for retention of documents have been set using legislative requirements, guidance from NALC and from the Chartered Institute of Personnel and Professional Development (CIPD).

7.2 The Appendix shows the minimum requirements for the retention of documents as determined by the Town Council for the management of specific documentation types. The Clerk should exercise judgement as to whether they can be disposed of at the end of those periods.

7.3 Throughout retention the conditions regarding safe storage and controlled access will remain in place.

## 8. Disposal

Documents/data no longer required by the Town Council for administrative purposes will be shredded and disposed of, or deleted entirely and securely from the Council laptop and website.

### APPENDIX - Document Retention Timescales

Document	Retention Period
<b>Finance</b>	
Published final accounts	Indefinitely
Annual Governance and Accountability Return (AGAR)	Indefinitely
Records of all accounting transactions held in the financial management system At least 6 year	At least 6 years
Cash Book (records of monies paid out and received)	Six years
Purchase Order	Six years

Invoices received	Six years
Payment Vouchers Capital and Revenue (copy invoices)	Twelve years
Goods received notes, advice notes and delivery notes	Three years
Petty cash vouchers and reimbursement claims	Six years
Debtors and rechargeable works records	Six years
Expenses and travel allowance claims	Six years
Asset Register for statutory accounting purposes	Ten years
Adopted annual budget	Six years
Financial Plan	Six years
Budget estimates and working papers	Three years
Bank statements and instructions to banks	Six years
Paying in books	Six years
Cancelled cheques	Three years
Bank Reconciliation	Three years
Grant Funding Applications and Claims	Three years
Precept Forms	Indefinitely
Internal Audit Reports	Three years
Loans and Investment Records; temporary loan receipts	Ten years (after redemption)
VAT records	Ten years
Final accounts of contracts executed under hand or seal	Twelve Years from completion of contract
Insurance contracts and policies	Ten years (or as long as it is possible for a claim to be made under them)
<b>Personnel/Employment</b>	
Unsuccessful application forms/reference requests	One year
Successful applications forms/references received	Duration of employment + six years
Personnel files/training /discipline & grievance records	Duration of employment + six years
Statutory sick records, pay, calculations, certificates etc	Duration of employment + six years
Holiday/special leave/unpaid leave records	Duration of employment + six years
Statutory maternity/paternity leave records, calculations, certificates etc	Three years after tax year in which the maternity period ended
Annual Appraisal records	Current year + previous two
Time control records	Two years
Disclosure and Barring checks	Six months
Unproven disciplinary or grievance investigations	Destroy immediately after investigation or appeal
Time sheets and overtime claims	Six years
Statutory end of year returns to Inland Revenue and Pensions records	Indefinitely

Income Tax and NI records	Not less than three years after the end of the financial year to which they relate
Salary records, overtime, bonuses	Six years
Redundancy Records	Six years from date of redundancy

<b>Corporate</b>	
Councillors registers of interests	When councillor is no longer a public office holder
Councillors Declaration of Acceptance of Office forms	When councillor is no longer a public office holder
Chairman's Declaration of Acceptance of Office forms	When the term of office comes to an end
Minutes	Indefinitely, bound and archived at NYCC
Policies and Procedures	Until reviewed and updated
Asset management records	Indefinitely
Internal Audit fraud investigation	7 years from date of final outcome of investigation
Risk Assessments	Six years
Pre-tender qualification document/expressions of interest	One year
Successful tender documentation	Six years from date of final payment
Unsuccessful tender documentation	Until final payment of contract let is made
Deeds of land and property	Indefinitely
Land and property rental agreements	Six years after expiry of the Agreement
Property Evaluations	Indefinitely
Lease agreements, variation and valuation queries	12 years after expiry of the agreement

<b>Health &amp; Safety</b>	
Accident books/records/reports	Three years after the date of the last entry (unless accident involves chemicals or asbestos, then 40 years), or if a young person, until age of 21
Medical records containing details of employee exposed to asbestos or as specified by the Control of Substances Hazardous to Health Regulations 1999.	40 years from the date of last entry
Medical examination certificates	Four years from date of issue
Play Area inspections reports	Six years
All inspection certificates	Six years
Repairs job sheets	2 years
Periodic machinery inspection tests (PAT, equipment calibration etc)	

Documents relating to the process of collecting, transporting and disposal of general waste	Three years
Documents relating to the process of collecting, transporting and disposal of hazardous waste	Ten years
Plant and equipment testing	Two years
Unusual incident forms	Three years
Manual handling assessment forms	Three years

<b>Other</b>	
Routine correspondence, paper or email	Retain until matter dealt with: maximum period 12 months, Where the Town Council believes that it is necessary to keep correspondence for an increased length of time, it will redact personal data from the correspondence
FOI requests	Retain until matter dealt with, plus six months. Where the Town Council believes that it is necessary to keep correspondence for an increased length of time, it will redact personal data from the correspondence
Planning Applications	Council's decisions are recorded in the Minutes and on the HBC Planning Portal. Correspondence received in connection with planning applications – or enforcements – will be retained in accordance with the routine correspondence policy noted above
Residents' Parking Permit booking sheets	Held in locked cabinet in the Council Chamber and then handed to HBC at end of financial year to which they relate

Adopted: 01 March 2022      Review Date: