

Great Bentley Parish Council Records Retention Policy

The Minimum Retention Period is based on guidance from the National and Essex Association of Local Councils, GDPR Guidelines and input from Great Bentley Parish Councillors.

Adopted by Full Council on 2nd March 2023 to be reviewed by March 2024

Type of Record	Format		Minimum Retention Period (Years)	Reason from EALC	Recommendation by Councillors
	Hard Copy	Digital			
Agenda – Council Meetings		✓	1 year	No guidance	Approved at Full Council March 2023
Agenda – Non Council Meetings			1 year	No guidance	Approved at Full Council March 2023
Asset Register	✓	✓	Indefinite	Audit	Approved at Full Council March 2023
Audit documents - Monthly i.e bank reconciliation	✓	✓	6 years	Hard copies kept to facilitate requests to view	Approved at Full Council March 2023
Annual (Internal)	✓	✓	Indefinite	Archive	Approved at Full Council March 2023
Annual (External)	✓	✓	Indefinite	Archive	Approved at Full Council March 2023
Bank Statements & Savings	✓		Last completed Audit Year	Audit	Approved at Full Council March 2023
Bank Paying in Books	✓		Last completed Audit Year	Audit	Approved at Full Council March 2023
Budget		✓	6 years	No guidance	Approved at Full Council March 2023
Certificates for Insurance against liability for employees	✓		40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsary Insurance) Regulations 1998 (SI. 2753), Management	Approved at Full Council March 2023
Cheque Book Stubs	✓		Last completed Audit Year	Audit	Approved at Full Council March 2023
Customer (Residents) Surveys	✓	✓	Whilst relevant	GDPR	Approved at Full Council March 2023
Emails		✓	Whilst relevant	GDPR	Approved at Full Council March 2023
Gifts Received Register	✓	✓	Indefinite	No guidance	Approved at Full Council March 2023
Grant Application by GBPC	✓	✓	Whilst relevant	GDPR	Approved at Full Council March 2023
Sublet Information	✓		6 years	VAT	Approved at Full Council March 2023
Investments	✓		Indefinite	Audit	Approved at Full Council March 2023
Invoices Paid	✓		6 years	VAT	Approved at Full Council March 2023
Insurance Policies	✓	✓	While valid	Management / Audit	Approved at Full Council March 2023
Letters – general correspondence		✓	Whilst relevant	GDPR	Approved at Full Council March 2023
Members Allowance Register		✓	6 years	Limitations Act 1980	Approved at Full Council March 2023
Members Attendance Register		✓	Minuted	Minuted	Approved at Full Council March 2023
Members Acceptance of Office	✓		Term of office plus 4 years	Management	Approved at Full Council March 2023
Members Declaration of Interest Register	✓		Term of office plus 4 years	Management	Approved at Full Council March 2023
Minutes - Full Council Meeting Minutes	✓	✓	Indefinite	Archive	Approved at Full Council March 2023
Committee Minutes	✓	✓	Indefinite	Keep 1 Year on site rest to Archive	Approved at Full Council March 2023
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Type of Record	Format		Minimum Retention Period (Years)	Reason from EALC / SLCC / NALC	Approved at Full Council March 2023
	Hard Copy	Digital			
Notes/recordings of meetings, draft minutes. This includes any notes taken by Members	✓	✓	Until the minutes have been agreed	GDPR	Approved at Full Council March 2023
Paid cheques stubs	✓		6 years	Limitations Act 1980	Approved at Full Council March 2023
Planning Applications	✓		Current year	No guidance - retained by TDC	Approved at Full Council March 2023
Petty Cash	N/A at present		6 years	Limitations Act 1980	Approved at Full Council March 2023
Projects/Project Information	✓	✓	Whilst relevant	GDPR	Approved at Full Council March 2023
Quotations and Tenders	✓		6 years	Limitations Act 1980	Approved at Full Council March 2023
Receipt and Payments Accounts	✓	✓	Indefinite	Archive	Approved at Full Council March 2023
Receipt Books of ALL Kinds and electronic records	✓	✓	6 years	VAT	Approved at Full Council March 2023
Standing Orders	✓	✓	Keep until updated by NALC	NALC	Approved at Full Council March 2023
Time sheets	✓	✓	Last completed Audit Year	Audit (3 years best practice for personal injury)	Approved at Full Council March 2023
Title Deeds, Leases, Agreements, Contracts	✓		Indefinite	Audit	Approved at Full Council March 2023
VAT Records	✓	✓	6 years generally but 20 years for VAT on rents	VAT	Approved at Full Council March 2023

Wages Books	✓	✓	12 years	Superannuation	Approved at Full Council March 2023
Allotment Records					Approved at Full Council March 2023

Sensitive Information (GDPR Guidelines)

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act.