

Record Retention and Disposal Policy

1. Introduction

Welford Parish Council recognises that the efficient management of its records is necessary to support its functions, comply with legal and regulatory obligations, and demonstrate accountability and transparency.

This policy sets out the Council's approach to creating and maintaining records, retaining records for appropriate periods, secure disposal of records, and compliance with data protection and freedom of information legislation.

2. Scope

This policy applies to all councillors, the Clerk and any employees, and contractors handling council information. It covers both paper and electronic records, including email.

3. Responsibilities

The Clerk is responsible for ensuring records are stored securely, monitoring retention periods, and arranging secure destruction when appropriate.

Councillors must ensure that council records held on personal devices are transferred to the Clerk and that council emails are retained in accordance with this policy.

4. Retention Principles

Records will be kept only for as long as necessary, retained in line with statutory requirements, disposed of securely, and not kept indefinitely without justification.

Where litigation, audit, or investigation is ongoing, relevant records must not be destroyed until the matter is resolved.

5. Retention Schedule

Governance & Administration

Record Type	Retention Period
Minutes of Council and Committee Meetings	Permanent
Agendas	6 years

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Signed policies	6 years after superseded
Complaints records	6 years after resolution
Councillor declarations of interest	6 years after end of term

Financial Records

Record Type	Retention Period
Annual accounts & AGAR	Permanent
Accounting records, invoices, receipts	6 years
VAT records	6 years
Payroll records	6 years
PAYE records	6 years

Contracts & Legal

Record Type	Retention Period
Contracts and agreements	6 years after expiry
Leases (land/property)	12 years after expiry
Insurance policies	6 years after expiry
Legal correspondence	6 years after matter concluded

Personnel Records

Record Type	Retention Period
Staff personnel file	6 years after employment ends
Accident reports	3 years (adults) / until age 21 (children)
Pension records	12 years

Planning

Record Type	Retention Period
Planning consultation responses	6 years
Planning decision correspondence	6 years

IT & Email

Record Type	Retention Period
Routine correspondence	2 years
Council decision-related emails	6 years
Archived council emails	Reviewed annually

6. Secure Disposal

Paper records will be shredded using cross-cut shredding or disposed of through a confidential waste service.

Electronic records will be permanently deleted and removed from backups in line with IT procedures. Devices will be securely wiped before disposal.

7. Archiving

Permanent records such as minutes, annual accounts and asset registers will be stored securely in physical and/or digital archive format.

8. Data Protection

Personal data will not be retained longer than necessary and will be managed in accordance with data protection legislation.

9. Review

This policy will be reviewed annually or following legislative changes, audit recommendations, or organisational change.

Adoption

Adopted by Welford Parish Council on: 4 March 2026

Next review date: March 2027