

Dalton Holme Parish Council Document/Data Retention Policy

Introduction

Dalton Holme Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council.

This policy applies to all records created, received or maintained by the Parish Council in the course of its functions. Records are defined as all documents that facilitate the business carried out by the Parish Council and are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for implementing this policy is the Clerk to the Parish Council, who is required to manage the Council's records in such a way as to promote compliance with this policy, ensuring that information is retrieved easily, appropriately and in a timely manner.

Retention Schedule

Under the Freedom of Information Act 2000 and the General Data Protection Regulations 2018, the Parish Council is required to maintain a retention schedule listing the record series it creates in the course of its business. The retention schedule sets out the length of time each record series must be retained and the action to be taken when it is no longer of further administrative use.

The Clerk is expected to manage the current record-keeping systems in accordance with the retention schedule and to take account of the different retention periods when creating new record-keeping systems. This retention schedule applies to records regardless of the media in which they are stored.

Planning Applications

All planning applications and relevant decision notices are available on the East Riding of Yorkshire Council Planning Portal, so there is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Parish Council minutes and retained indefinitely.

Information Register

The Parish Clerk will retain an information register identifying information held by the Parish Council and its disposal date.

Disposal procedures

All documents that have reached their disposal date and are no longer required for administrative purposes will be shredded and disposed of.

Electronic copies of documents will be deleted and removed from the archive once they exceed their retention periods.

Retention of Documents

The table below shows the documents and data the parish council is likely to hold, along with the retention periods for each type of data, with a reason, location and disposal method provided for each retention period.

Storage Locations

Hard copies will be stored in the following locations.

- Clerk's Office
- Village Hall Storage (Interim facility)
- East Riding Archive (Beverley)

Electronic files will be stored in the following locations (three independent electronic locations);

- Clerk's desktop computer
- Number 1 - External Hard Drive (Routine Back Up)
- Number 2 – External Hard Drive Monthly Back Up (to support the routine backup disk)
- iCloud

Document	Minimum Retention Period	Reasons	Location Retained	Disposal
Minutes	Indefinite	Archive & Management	Computer, Website and Clerk's Office	Archive in office and on computer & website. Every five years archive at East Riding Yorkshire Council.
Agendas	5 years	Archive & Management	Computer, Website and Clerk's Office	Confidential Waste Shredded
Annual Accounts AGAR	Indefinite	Audit & Archive	Computer, Clerk's office and website	Not Applicable
Bank Statements	Last completed audit year	Audit	Clerk's Office	Confidential Waste Shredded
VAT Records	6 years	Audit & VAT	Computer & Clerk's Office	Confidential Waste Shredded
Receipts (Income)	6 Years	Audit & VAT	Clerk's Office	Confidential Waste Shredded
Bank Paying in Books	Last completed audit year	Audit	Clerk's Office	Confidential Waste Shredded
Cheque book stubs/ Debit card receipts (Expenditure)	Last completed audit year	Audit	Clerk's Office	Confidential Waste Shredded
Paid Invoices (Expenditure)	6 Years	VAT	Computer, website & Clerk's Office	Confidential Waste Shredded
Insurance policies	While valid	Management & Public Liability	Computer & Clerk's Office	Confidential Waste Shredded
Title deeds, leases, agreements, contracts	Indefinite	Audit/Management	Safe	Not Applicable
Asset Register	Indefinite	Archive	Computer, Clerk's office and website	Not Applicable

Document	Minimum Retention Period	Reasons	Location Retained	Disposal
General Correspondence emails & Letters including Magazines, EYRC, NALC, ERNLLCA and other relevant bodies.	While relevant	Management	Clerk's Office	Confidential Waste Shredded

Quotations and tenders	6 Years	Limitation Act 1980 (as amended)	Computer, website & Clerk's Office	Confidential Waste Shredded
Accident and incident reports	20 years	Potential Claims	Clerk's Office	Confidential Waste Shredded
Historical information	Indefinite	Local Interest	Computer, Clerk's office and website	Not Applicable
Declarations of Acceptance	Term of Office + 1 year.	Management & Audit	Clerk's Office	Confidential Waste Shredded
Members Register of Interests	Term of Office + 1 year.	Management & Audit	Clerk's Office	Confidential Waste Shredded

Retention of Documents for Legal Purposes

Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period, which depends on the type of claim in question. The table below sets out the limitation periods for the different categories of claim:

Category of claim	Limitation Period (Years)
Negligence (and other Torts)	6
Defamation	1
Contract	6
Leases	12
Some is recoverable by statute	6
Personal injury	3
To recover land	12
Rent	6
Breach of Trust	None

Where the limitation periods are longer than other periods specified in the retention table set out above, the documentation relating to any claim should be kept for the longer period specified.