



## *Woughton Community Council - Retention and Disposal Policy*

This document details how Woughton Community Council will manage documents and information, both electronically and in paper form, stating best practice, committee responsibility and timescales for effectively managing the variety and diversity of data that is held.

The paper clarifies and provides detail to ensure that all employees, contractors, councillors and other stakeholders are aware of Woughton Community Council's obligations and duties, whilst supporting best practice and effective data management within the council's premises and electronic storage.

Further information about the background and policies relating to this document can be found in Appendix 1.

### Abbreviations:

WCC	Woughton Community Council	CM	Council Manager
HQ	Woughton Community Council Main Office	RFO	Responsible Finance Officer
Online	Woughton Community Council website	CMSO	Committee and Member Services Officer
CD	Woughton Community Council Company Drive	P+R	Policy and Resources Committee
CY	Current Year	Ops	Operations Committee
LGA	Local Government Act (year follows, where applicable)	Serv	Services Committee
HSW74	Health and Safety at Work Act 1974	AccSub	Accounts Sub Committee
DPA	Data Protection Act 1998	HSLO	Health and Safety Lead Officer
TCPA	Town and Country Planning Act 1990	YS	Youth Service Building
AAR	Accounts and Audit Regulations 2015	YM	Youth Manager
LA	Limitations Act 1980	CSM	Community Services Manager
ERA	Employment Rights Act 1996	LM	Landscape Manager
PA	Pensions Act 2008		
LGTC	Local Government Transparency Code 2015		

Record Type	Retention Period	Guidance from	Location and Committee / Individual Responsible	Comments and actions
<b>Democracy and Councillor Records</b>				
Agendas (Full Council and Committees)	C Y + 6	LGA72	HQ, online, CD CMSO	Kept online for CY +2 Stored on CD indefinitely
Full Council Meeting Minutes	Indefinite	LGA72 LG (Access to Information)A 1985	HQ, online, CD CMSO	Kept online for CY +2 Stored on CD indefinitely
Committee Minutes	Indefinite	LGA72	HQ, online, CD CMSO	Kept online for CY +2 Stored on CD indefinitely
Committee and Full Council supporting papers	Indefinite	LGA72	HQ, online, CD CMSO	Kept online for CY +2 Stored on CD indefinitely
Standing Orders, Financial Regulations and Code of Conduct	CY + 6	LGA72	HQ, online, CD CMSO	Current versions online, previous versions stored on CD
Councillor Acceptance Forms (including official roles)	Indefinite	LGA72	HQ, online, CD CMSO	Current versions online – previous archived on CD
Councillor Register of Interests forms	Indefinite	LGA72	HQ, online, CD CMSO	Current versions online – previous archived on CD
Planning applications	Until development completed + appeals (if applicable) + 1year	TCPA	HQ, CD CM	Where precedent potentially set, may be sensible to retain indefinitely
Gifts and Hospitality register	CY + 6 years	LGTC		
Neighbourhood Plan / Local Plan	Whilst in force + 2 years	Localism Act 2011	HQ, CD, online CM	Once ended or superseded, to be archived for the 2 year period, then disposed of

Record Type	Retention Period	Guidance from	Location and Committee / Individual Responsible	Comments and actions
<b>Organisational Management</b>				
Policies and Procedures	CY + 2	Various – HSWA74, DPA, employment legislation and best practice	Most stored online, all stored on CD. CM, RFO, CMSO	Most up to date version stored online and in CD current year. Previous versions to be archived and disposed as defined
Leases	Until end of lease + 6 years		HQ, CD P+R / CM / RFO	At end of lease, can be archived for the 6 years
Deeds	Until land / property disposed of then archive indefinitely		HQ, CD P+R / CM / RFO	Archive at disposal, but retain
External Contracts	End of contract + 6 years	Limitation Act 1980	HQ / CD P+R / CM / RFO	
Tender documentation	Contract end + 4 years		HQ / CD P+R / CM / RFO	Retain in case of complaint re tender process and / or work undertaken.
Risk Assessments	CY + 6 years	HSWA	HQ / CD P+R / CM / RFO	
Insurance Claims	Settlement of claim + 6 years	Best practice	HQ / CD + insurers records P+R / CM / RFO	
Incident Reports	CY + 6 years	To support any potential insurance claim	HQ / CD P+R / CM / RFO / HSLO	
Accident Books	CY + 6 years	To support any potential insurance claim	HQ / CD P+R / CM / RFO / HSLO	
Insurance Policy Documents	Life of policy + 3 years		HQ / CD / online (where appropriate) P+R / RFO / CM	
Employers Liability Insurance Documents	40 years		HQ / CD P+R / CM / RFO	

Record Type	Retention Period	Guidance from	Location and Committee / Individual Responsible	Comments and actions
<b>Financial Records</b>				
Annual Return	CY + 6 years	AAR	HQ / CD P+R / RFO	
Audit Reports	CY + 3 years	AAR	HQ / CD P+R / RFO	
Bank reconciliations	Last completed audit year	AAR / VAT regs	HQ / CD P+R / RFO	
Bank Statements	Last completed audit year + 1 year	AAR / VAT regs	HQ / CD P+R / RFO	
Loans paperwork	Life of loan + 6 years	AAR	HQ / CD P+R / RFO	
Cheque books	Last completed audit year + 1 year	AAR	HQ / CD P+R / RFO	
Invoices	Last completed audit year + 1 year	AAR / VAT regs	HQ / CD P+R / RFO	
Purchase Orders	CY + 6 years	AAR	HQ / CD P+R / RFO	
Receipts	CY + 6 years	LA / VAT Regs	HQ / CD P+R / RFO	
Paying in books	Last completed audit year + 1 year	AAR	HQ / CD P+R / RFO	
VAT records	CY + 6 years	VAT 1994	HQ / CD P+R / RFO	

<b>Record Type</b>	<b>Retention Period</b>	<b>Guidance from</b>	<b>Location and Committee / Individual Responsible</b>	<b>Comments and actions</b>
VAT records (buildings)	CY + 20 years	VAT 194	HQ / CD P+R / RFO	
Annual Budgets	CY + 6 years	AAR	HQ / CD P+R / RFO	
Parish Precepts	CY + 6 years	AAR	HQ / CD P+R / RFO	
Asset register	Review annually – retain for CY + 6 years	Audit	HQ / CD P+R / RFO	
<b>HR and staffing records</b>				
Staff files	Date of leaving + 6 years	DPA / GDPR	HQ / CD P+R / RFO	
Payroll	CY + 11 years		HQ / CD P+R / RFO	
Payslips	CY + 6 years	ERA	HQ / CD P+R / RFO	
Pension Payments	CY + 6 years	PA	HQ / CD P+R / RFO	
Tax forms	CY + 6 years	VAT Regs	HQ / CD P+R / RFO	
Annual leave	CY + 3 years	ERA	HQ / CD P+R / RFO	
Sickness records	CY + 3 years	ERA	HQ / CD P+R / RFO	

<b>Record Type</b>	<b>Retention Period</b>	<b>Guidance from</b>	<b>Location and Committee / Individual Responsible</b>	<b>Comments and actions</b>
Training records	In line with staff files above		HQ / CD P+R / RFO	
Recruitment paperwork	Appointment date + 6 months	Good practice in case of complaint.	HQ / CD P+R / RFO	
<b>Service Delivery records</b>				
Youth Service Registration forms	End of service+ 1 year		CD (protected) / YS Serv / Youth Manager / CSM / CM	
Youth Service – referrals to external agencies	Indefinite – retain in archive (CD – protected)		CD (protected) / YS Serv / Youth Manager / CSM / CM	
Advice Service Client paperwork	End of service + 6 months		CD (protected) Serv / CSM / CM	Statistical information can be retained, but personal info disposed of.
Grant Aid applications	CY + 6 years	AAR / VAT regs	CD / HQ / online Serv / CSM / CM	Public document
Emergency Plan	Review annually – update and dispose of previous.		HQ / CD P+R / CM / RFO / HSLO	
Maintenance records (e.g. fire system checks, gas certification, etc..)	CY + 6 years	HSWA, insurance good practice	HQ / CD Ops / RFO / CM / HSLO	

For comments or queries relating to this document, please contact us at:

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Our website is at: [www.woughtoncommunitycouncil.gov.uk](http://www.woughtoncommunitycouncil.gov.uk)

## **Appendix 1**

The paper was created whilst considering a range of sources and guidance:

- NALC; Legal Topic Note LTN 40
- Arnold Baker on Local Council Administration
- Research and consideration of other parish, town and community council policies
- Legislation that governs local government, business and other organisations, including Local Government Act 1972, Health and Safety at Work Act 1974, Data Protection Act 1992, Pensions Act 2008, Employment Rights Act 1996 and others.

### **Disposal definitions**

Paper records	To be shredded or removed by approved contractor with provision of certificate to confirm destruction.
Electronic records	Deleted from computers, company drive, server, back up and email system.