

HELPRINGHAM PARISH COUNCIL RECORDS RETENTION POLICY

Adopted: 19/8/26
Minute ref: 76/27
Review: July 2027

Helpringham Parish Council recognises that the efficient records management is essential for:

- Legal and regulatory compliance
- Transparency and accountability
- Efficient administration
- Protection of personal data
- Preservation of historical and archival material

This policy sets out how records must be created, stored, retained, archived and securely destroyed.

Scope

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

- Paper documents
- Electronic files
- Emails
- Databases
- Photographs, maps, plans
- Audio/video recordings
- CCTV
- Archived historical records

A small proportion of records will be selected for permanent preservation as part of the Council's archives.

Responsibilities

Helpringham Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment and must protect personal data in line with UK GDPR.

Clerk (Records Management Lead)

- Oversees records management
- Ensures compliance with this policy
- Ensures secure storage and destruction
- Provides guidance to councillors and staff

All Councillors and Staff

- Must ensure records are accurate, complete and stored appropriately
- Must follow retention and disposal rules

Storage, Security and Disposal

- Records must be stored securely with access limited to authorised personnel.
- Electronic records must be backed up and protected with appropriate security controls.
- Personal data must be destroyed securely (shredding, secure deletion, certified disposal)
- Records containing personal data must not be kept longer than necessary.
- Archival records must be transferred to secure long-term storage.

RETENTION SCHEDULE

The retention schedule applies to all formats (paper and electronic)

Document	Minimum Retention Period	Reason
Minutes		
Minutes of Council meetings	Indefinite	Archive/LGA 1972
Minutes of committee meetings	Indefinite	Archive
Employment		
Staff employment contracts	6 years after ceasing employment	Limitation Act 1980
Payroll information	3 years or 6 years to cover minimum wage	HMRC
Staff references	6 years after ceasing employment	Management
Application forms (interviewed – unsuccessful)	6 months	ICO
Application forms (interviewed – successful)	6 years after ceasing employment	Management
Disciplinary records	6 years after ceasing employment	Limitation Act 1980
Staff appraisals	6 years after ceasing employment	Management
Records relating to exposure to hazardous substances	40 years	COSHH
Finance		
Scales of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
Bank statements	6 years	Audit
Cheque book stubs	Last completed audit year	Audit
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
Payroll records	6 years	HMRC
VAT records	6 years + current year	HMRC
Petty cash accounts	6 years	Audit
Insurance		
Insurance policies	6 years after policy end	Management
Employers Liability certificates and policy	40 years after policy end	Statutory
Public Liability certificates and policy	6 years after policy end	Management
Insurance claim records	6 years after policy end	Management
Health and Safety		
Accident books (adults)	3 years from date of last entry	Statutory
Accident books (children)	Until the child is 21	Statutory
Risk assessments	3 years	Management
General Management		
Councillors contact details	Duration of membership	Management
Lease agreements	12 years	Limitation Act 1980
Contracts (standard)	6 years	Limitation Act 1980
Contracts under seal	12 years	Limitation Act 1980
Land/property contracts	Indefinite	Archive
Email messages	Routine: 2 years Decision related: follow relevant retention period	ICO
Consent forms	Until withdrawn + 2 years	UK GDPR
GDPR Security Compliance form	Duration of membership	Management
Governance and Compliance		
Policies and procedures	Current + 6 years	Governance
Standing Orders	Current + previous	Governance
Asset Register	Indefinite	Audit

Risk Register	6 years	Governance
Data breach records	6 years	ICO
Subject Access Requests	3 years	ICO
Planning		
Planning applications	6 years	Management
Planning objections/comments	6 years	Management
Planning decisions	Indefinite	Archive
Cemetery/Burial Records		
Burial registers	Indefinite	Archive
Grave ownership records	Indefinite	Legal

This policy will be reviewed annually or sooner if legislation changes.