



Uffington Parish Council

Document and Record Retention Policy

Introduction

Uffington Parish Council recognises its responsibility to maintain a record of its proceedings, decisions and actions. Information appertaining to this is contained in the paper and electronic documents and records which the Clerk and councillors use when undertaking Parish business. The majority of this is contained in public records available for inspection and is required for audit purposes, staff management, tax liabilities and the possibility of legal proceedings.

It is not practical or necessary to retain all documentation indefinitely as much of it will not contain information about decisions and actions, and hence it should be culled in a controlled manner.

This document summarises the approach to document and record retention adopted by the Parish Council.

Responsibilities

The Parish Council has a corporate responsibility to maintain its records and record management systems in line with the regulatory requirements.

The Clerk has overall responsibility for implementing this policy so that information can be retrieved easily, appropriately and in a timely manner. It is his/her responsibility to maintain and dispose of the Parish Council's records in accordance with this policy.

Individual Councillors may hold hard copy or electronic records at home and/or on their personal computers. If a councillor considers that any document is important in the context of the Parish Council's records, they should ensure the Clerk has a copy to retain for the public record. Individual councillors have a responsibility to regularly review the records they keep. Out-going councillors should destroy hard copy records, or pass them back to the Clerk to do so, and delete electronic records. Councillors should be aware that records that they hold may be subject to the provisions of the General Data Protection Regulations 2018; the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

Retention of documents schedule

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing what records it creates and holds in the course of its business. The retention schedule lays down the duration that the record needs to be retained and the action required when it is of no further administrative use.

Appendix A indicates the appropriate minimum retention periods for documents.

Retention of documents for legal purposes

The table below lists the time limitations where legal claims may be brought under the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period.

Category	Limitation Period (Years)
Negligence (and other "Torts")	6
Defamation	1

Contract	6
Leases	12
Sums recoverable by statute	6
Personal injury	3
To recover land	12
Rent	6
Breach of Trust	None

Where the limitation periods above are longer than other periods specified in Appendix A, the documentation will be kept for the longer period specified.

General Data Protection Regulations

The General Data Protection Regulations (GDPR) apply from 25th May 2018.

Under the GDPR, the data protection principles set out the main responsibilities for organisations.

Article 5 of the GDPR requires that personal data shall be:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Appendix A

Retention Schedule

Document	Minimum Retention Period	Reason
Personnel		
Application forms (<i>unsuccessful</i>)	6 months	Management
Application forms (<i>successful</i>)	Period of employment + 6 months	Management
Personnel records	3 years after employee leaves	Limitation Act 1980 (as amended)
Disciplinary /grievances	Review 6 years after last action	Management
Recruitment documents	6 months	Management
Wages records	6 years	Audit
Pension records	12 years	Superannuation
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
Members allowances register	6 years + current	Tax Limitation Act 1980 register (as amended)
Members		
Register of Members Interests	18 months after individual ceases to be a member	Management
Declarations of Acceptance	Term of office + 1 year	Management
Audit		
Scales of fees	6 years + current	Management
Receipt and payment accounts(s)	Indefinitely	Archive
Receipt books	6 years + current	VAT
Bank statements	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years + current	Limitation Act 1980 (as amended)
Paid invoices	6 years + current	VAT
Paid cheques	6 years + current	Limitation Act 1980 (as amended)
VAT records	6 years + current year generally but 20 years for VAT on rents	VAT
Petty cash	6 years + current year	Tax, VAT, Limitation Act 1980 (as amended)
Investments	Indefinitely	Audit, Management
Contracts and Procurement		
Unsuccessful tenders	2 years	Audit
Successful tenders	6 years + current year	Audit
Administration		
Minute books	Indefinitely	Archive
Insurance policies	While valid	Management
Certificates for insurance against employees	40 years from date on which the Employers' Liability insurance commenced or was renewed	Compulsory Insurance Liability Regulations 1998 (SI. 2753), Management

Litigation	6 years after folder closure	Limitation Act 1980
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Miscellaneous		
Complaints	2 years after closure	Management
Information requests	2 years after closure	Management
Press releases	5 years	Management
Public consultations	As long as is useful	Management

General correspondence

General correspondence will be retained for as long as relevant, the minimum period being 1 year. An annual review of all documentation will be carried out and items that have reached their deletion or destruction date will be culled with the remainder being considered for archiving.

Planning applications

All planning applications and relevant decision notices are available on the Shropshire Council website and in hard copy on application. There is no requirement to retain duplicates locally. All Parish Council's recommendations in connection with these applications are recorded in the Parish Council's minutes and are retained indefinitely. Any correspondence relating to applications will be retained as per Appendix A.

Arrangements for storage

Shropshire Council provides archiving facilities

Electronic material - retained on the Clerk's computer with an appropriate file structure

Electronic backups - retained by the Clerk separately from the main computer

Paper documentation - retained in a filing cabinet by the Clerk.

Key paper documentation – original retained; scanned copy held on computer.

Policy Review: Once adopted by Uffington Parish Council, this Policy is to be reviewed within 5 years or upon revision of legislation or other relevant events.

Adopted at Uffington Parish Council meeting dated 11 June 2018

Reviewed March 2025