Odiham Parish Council

Data Retention Policy

1 Introduction

Odiham 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 Council.

This policy applies to all records created, received, or maintained by Odiham Parish Council while carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Council and which 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 and/or electronically.

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

2 Responsibilities

Odiham 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 the implementation of this policy is the Parish Clerk, and the Clerk is required to manage the Council's records in such a way as to promote compliance.

3 Retention Schedule

Under the Freedom of Information Act 2000, the Council is required to maintain a retention schedule outlining how long they hold different types of records and what actions are taken when they are no longer needed. The retention schedule lays down the length of time which the record or document needs to be retained and the action which should be taken when it is of no further administrative use ensuring full compliance with the Data Protection Act 2018, which came into force on 25 May 2018 which gives effect to UK law to the UK General Data Protection Regulations (UK GDPR).

The Parish Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. The retention schedule refers to record series regardless of the media in which they are stored.

4 Data Audits

The Parish Clerk will ensure regular data audits, at least once a year.

APPENDIX A – LIST OF DOCUMENTS FOR RETENTION AND DISPOSAL

Document	Minimum Retention Period	Reason
Administration		
Accident/incident reports	20 years	Potential claims
Agendas – paper Agenda papers	5 years 20 years	Management
Applications to hire land, buildings and equipment	6 years	Insurance and VAT
Complaints	Can delete nine months after latest correspondence	Administration
Consultation responses	Retain a redacted copy of responses indefinitely	Historical archive
E-newsletter sign-up's	Until the subscriber unsubscribes	Administration
Event invite lists	Retain latest events only	Administration
Freedom of Information and subject access requests	Can delete three years after latest correspondence relating to request	FOI legislation
General enquiries to Parish Office	Until there is no operational purpose	Administration
Insurance policies	While valid	Management and potential claims
Insurance company names and policy numbers	Indefinite	Management
Minutes	Indefinite	LGA legislation
Play equipment inspection reports	21 years	Potential claims
Title deeds, leases, agreements, contracts	Indefinite	Management
Volunteers personal details	Not longer than 6 months after the activity, unless explicit consent given to retain for longer	Insurance
Allotments		
Register, contract and plans	Indefinite	Management
Rental agreements	Whilst valid	Financial
Burial Grounds		
• Register of fees collected • Register of burials • Register of purchased graves • Register/plan of grave spaces • Register of memorials • Applications for interment • Applications for right to erect memorials • Disposal certificates • Copy of certificates of grant of exclusive right of burial	Indefinite	Local Authorities Cemeteries Order 1977 (SI. 204)
Financial		
Annual returns	Indefinite	Audit
Bank statements including deposit/savings accounts	Last completed audit year	Audit

Document	Minimum Retention Period	Reason
Financial continued		
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Grant applications received	3 years	Audit
Investments	Indefinite	Audit Management
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Receipt and payment accounts	Indefinite	Management
Receipt books of all kinds	6 years	VAT
Scales of fees and charges	6 years	Management
VAT records	6 years generally but 20 years for VAT on rents	VAT management
Petty cash	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Local information		
Council owned publications, photographs and press cuttings	Indefinite	Historical archive
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Until there is no longer an administrative requirement.	Operational
Local/historical information	Indefinite	Historical archive
Neighbourhood Plans	Until there is no longer an administrative requirement	Operational
Village Plans	Until there is no longer an administrative requirement	Operational
Members		
Bank signatories applications	Until the application request has been implemented	Operational
Contact details	Until there is no longer an administrative purpose	Operational
Acceptance of office – general	Until the councillor ceases to be a councillor	Operational
Acceptance of office – chair	Indefinite	LGA legislation
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)
Members' DPI forms	Until the councillor ceases to be a councillor	Operational
Personnel		
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management
Contracts and staff records	6 years, unless a threat of legal action	Operational/legal
NI/PAYE	6 years	Financial
Pension information	Until pension has been claimed	Financial
Timesheets/diaries	Last completed audit year 3 years	Operational
Wages books/payroll	12 years	Superannuation