DOCUMENT RETENTION POLICY

1 Introduction

This policy sets out how long records and information will normally be held by us and when that information will be confidentially destroyed.

2 Responsibility

The Data Protection Officer is responsible for implementing and monitoring compliance with this policy. They will undertake an annual review of this policy to verify that it is in effective operation.

3 Our process

Information (hard copy and electronic) will be retained for at least the period specified in our Records retention schedule.

All information must be reviewed before destruction to determine whether there are special factors that mean destruction should be delayed, such as potential litigation, complaints or grievances.

Hard copy and electronically-held documents and information must be deleted at the end of the retention period. Hard copy documents and information must be disposed of by placing in the confidential waste bin and secure shredding.

Records Retention Schedule

Record	**Action**	**Minimum Retention Period**	**Reason**
Administration			
Signed Minutes of Council Committee meetings	P	Indefinite	Archives
Agendas	P	Bind with relevant minutes	Archives
Draft Minutes	D	Destroy when minutes approved	
Procedural Standing Orders and Terms of Reference	P	Indefinite	Archives
Councillors' declarations of Office	P	Term of Office plus 1 year	Archives
Byelaws and Orders	P	Indefinite	Audit
Title Deeds	P	Indefinite	Audit
Property registers	P	Indefinite	Audit
Maps, plans and surveys of property owned by the Council	P	Indefinite	Archives
Correspondence and papers on important local issues	P	Indefinite	Archives
Contracts	P	Indefinite	Audit
Successful tenders (over £25K)	R	12 years	Limitation Act
Unsuccessful tenders (over £25k)	D	3 years	
Routine correspondence, papers and emails	D	Retain as long as useful	
Insurance Policies	P	Indefinite	Archives
Finance			
Income and Expenditure records	P	Indefinite	Archives

Investments	P	Indefinite	Archives
Financial Returns to External Auditor	D	7 Years	
Internal Auditor Reports	D	7 years	Audit
Bank Statements, including savings accounts	D	7 years	Audit, VAT
Bank Paying in books and cheque book stubs	D	7 years	Audit,
Paid Invoices	D	7 years	Audit
VAT Records	D	7 years	Audit
Index for Hire Charges	D	Review every two years – rolling document with 5 year history	
Payroll Records	D	12 years	Pension/Legal
Property			
Asset Register	D	Continuously updated but saved Annually	
Planning			
Planning Applications and related papers where permission is granted	D	Destroy when development is completed	
Planning Applications and related papers where permission is refused	D	Destroy once the period for lodging an appeal is over	
Planning Applications and related papers where permission is refused on Appeal	P	Retain the decision letter	
Health and Safety			
Accident Book	P	Dependant on age and type of accident – Indefinite	Legal
Equipment Inspection Records	P	Indefinite	Legal
Risk Assessments	P	indefinite	Legal
Human Resources			Legal
Application Forms (interviews & Unsuccessful)	D	6 Months	Recommended /non-statutory
Disciplinary Records	D	Retain for length of employment	Recommended /non-statutory
Personal Files (not Payroll)	D	6 Years	Recommended /non-statutory
Miscellaneous			
Complaints	D	?	
Public Consultations/Surveys/returns	D	?	
Reports /Newsletters from other bodies	D	Retain as long as useful	

Key P: Preserve permanently R: Review D: Destroy

Reviewed July 2026