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## Records Retention Policy

Timsbury Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to its effective overall management. This document provides the policy framework through which this effective management can be achieved and audited.

### Scope

This policy applies to all records created, received or maintained by Timsbury Parish Council in the course of carrying out its functions. Records and documents are defined as physical or electronic pieces of information that are created, received or maintained by the Parish Council in the course of its duties that provide evidence of its decisions, activities and transactions. A small percentage of Timsbury Parish Council records may be selected for permanent preservation as part of the Council's archives and for historical research.

### Responsibilities

Under the Freedom of Information Act, Timsbury Parish Council is required to maintain a retention schedule listing the records which it retains in the course of its business and the process for deleting or destroying records when they are no longer needed. The person with overall responsibility for this policy is the Clerk who will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with Timsbury Parish Council's records management guidelines.

### Retention Schedule

The table below indicates the record type, minimum retention period and reasons for retention. retention schedule refers to record series regardless of the media in which they are stored. In addition to documents below, other data records are listed in the Parish Council Data Map.

Document	Minimum Retention Period	Reason
<b>Minutes</b>		
Minutes of Council and Committee meetings	Indefinite	Archive, Public Inspection
Draft minutes	Destroy following adoption	Operational Management
<b>Employment</b>		
Staff personnel files (inc Contracts and references)	6 years after termination of employment	Management, litigation risk
Staff salary records	6 years	Audit
Tax and NI records	6 years	Audit and HMRC
Recruitment Data (unsuccessful) Recruitment Data (successful)	1 year Add to Personnel File	Legal (Equalities Act)
Application forms (interviewed – successful)	6 years after ceasing employment	Management

Disciplinary files	6 years after termination of employment	Management
Staff appraisals	6 years after termination of employment	Management
<b>Finance</b>		
Receipt and payment accounts	Indefinite	Archive
Bank statements	6 years	Audit
Cheque book stubs	6 years	Audit
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
Payroll records	6 years + current year	HMRC
<b>Insurance</b>		
Insurance policies	6 years after policy end	Management and Audit
Insurance certificates – employers liability and public liability	40 years	Audit/Legal, Employers' Liability Act 1969, Employers' Liability Regs 1998
Insurance claim records	6 years after policy end	Management
<b>Health and Safety</b>		
Accident books	3 years from date of last entry	Statutory
Risk assessments	3 years	Management
<b>General Management</b>		
Councillors contact details	Duration of membership	Management
Quotations and tenders (successful)	6 years	Legal – Limitation Act 1980
VAT records	6 years	Audit/VAT
Budgets	6 years	Management
Assets Register	Indefinite	Audit
Complaints	3 years from resolution	Management
Title Deeds, Lease agreements	12 years	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
Routine emails	At end of useful life	Management
Consent forms	5 years	Management
GDPR Security Compliance form	Duration of membership	Management

	<b>Author</b>	<b>Date</b>
Revised and updated	Parish Clerk	13 April 2026

Next review date 2 YEARS LATER unless required earlier