



Data Retention Policy (Reviewed and Approved March 2026)

Introduction

Froyle Parish Council (FPC) 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 FPC while carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Council and which thereafter are 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 FPC's records will be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

FPC 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.

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 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.

RETENTION SCHEDULE

| Records/Documents | Minimum Retention Period | Reason |
|---|--------------------------------------|--|
| 1. Administration | | |
| Minutes of Meetings | Indefinite | Archive |
| Meeting documents | Until there is no admin. requirement | Operational/Common Practice |
| Councillor documents e.g. Declarations of Acceptance of Office, Code of Conduct, DPI's | 1 year after vacating office | Operational |
| Trusts, Title Deeds, Conveyances | Indefinite | Archive/ audit management |
| Leases, agreements, contracts, wayleaves | Indefinite | Archive/ audit management |
| Correspondence - general | Until there is no admin. requirement | Operational |
| Complaints, FOI's/SAR's | 6 years after resolution | Operational |
| Policies & procedures | Validity of current version | Operational |
| 2. Financial | | |
| Annual Returns /Accounts | Indefinite | Audit |
| Bank Statements, paying in, cheque books | Last completed audit year | Audit |
| Paid invoices | 6 years | VAT |
| Paid cheques | 6 years | Limitation Act 1980 (as amended) |
| VAT claims/records | 6 years | VAT / audit / legal |
| Receipt/cash books/petty cash | 6 years | VAT / Limitation Act 1980 (as amended) |
| Quotations and Tenders | 6 years | Limitation Act 1980 (as amended) |
| Investments | Indefinite | Audit / management |
| Asset Register | Indefinite | Audit / management |
| Insurance policies | Whilst valid | Audit / management |
| Certificates for insurance against liability for employees/employers | Indefinitely | Future claims |
| 3. Personnel | | |
| Salary records, payslips, wages books | 12 years | Superannuation |
| Timesheets | 3 years | Audit |
| PAYE/NI records | 6 years | Audit / legal |
| Pensions | 3 years | Pensions Regulator |

| Records/Documents | Minimum Retention Period | Reason |
|---|--|----------------------|
| 4. Historical /Local Information | | |
| Village Plans/Projects | Until there is no longer an admin. requirement | Operational |
| Any maps or historical documents including Rights of Way | Indefinitely | Archive / historical |
| Local and other publications | Until there is no longer an administrative requirement | Operational |
| Any historical documents pre-dating the Parish Council or not council related | Indefinitely | Archive / historical |
| Council owned publications, press cuttings, photographs | Indefinitely | Archive / historical |