

## **OAKINGTON & WESTWICK PARISH COUNCIL**

### **DOCUMENT / DATA RETENTION POLICY 2025**

Oakington & Westwick 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 Parish Council.

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

#### **Retention Schedule**

Under the Freedom of Information Act 2000 and the General Data Protection Regulations 2018, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

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. This retention schedule refers to record regardless of the media in which they are stored.

#### **Planning Applications**

All planning applications and relevant decision notices are available at Greater Cambridge Shared Planning Portal, therefore, there is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Parish Council minutes and are retained indefinitely.

#### **Information Register**

The Clerk will retain an information register identifying information held by the Parish Council and its disposal date.

#### **Disposal procedures**

All documents that have reached their disposal date and are no longer required for administrative reasons will be shredded and disposed of. Electronic copies of documents will be deleted and removed from archived when they exceed their retention periods.

## Storage Locations

Hard Copies will be stored in the following locations;

- Clerk's home office
- Oakington & Westwick Sports Pavilion Parish Council Storeroom

Electronic files will be stored in the following locations (three independent electronic locations);

- Clerk's laptop computer
- OneDrive (Cloud)
- External Hard Drive

## RETENTION SCHEDULE

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
1834 Enclosure Award	Indefinite	Management (Identical copy held at County Archive)
Accident & Incident Reports	20 years	Potential claims
Asset Register	Current Version	Management/Audit
Annual Accounts (AGAR)	Indefinite	Audit
Bank paying in books	Last completed audit year	Audit
Bank statements	Last completed audit year	Audit
Burial Records	Indefinite	Archive. Cemeteries Orders & Regulations
Certificate for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI 2753), Management
Cheque book stubs	Last completed audit year	Audit
Declarations of Acceptance Office	Term of Office + 1 year	Management
External Auditor reports	6 years	Audit
Fees & Charges	6 years	Management
Health & Safety Records	Indefinite	Statutory requirements vary
HMRC PAYE	12 years	Superannuation
Income & Expenditure Records	Indefinite	Archive
Information from third party bodies	Retain as long as useful	Management

Insurance policies	While valid. Plus 1 year.	Management
Internal Auditor reports	6 years	Audit
Investments (if held)	Indefinite	Audit, Management
Local/Historical Information	Retain as long as useful	Management
Magazines & Journals	Retain as long as useful	Management
Members Register of Interest	Term of office + 1 year	Audit, Management
Minutes (Signed)	Indefinite	Archive
Minutes (Draft & Notes)	Destroy when Minutes approved	FOI
Paid Invoices	6 years	VAT
Planning applications & related papers for major controversial development	Not retained	Available on GCSP website
Planning applications & related papers for minor works.	Not retained	Available on GCSP website
Policies of the Council	Current Version	Management
Quotations & tenders	6 years	Limitation Act 1980 (as amended)
Tenders (Unsuccessful)	3 years	Challenge
Receipt & Payment Account	Indefinite	Archive
Receipt books of all kinds (if held)	6 years	VAT
Registration of Village Greens	Indefinite	Audit, Management
Reports and other papers circulated with Agenda	5 years	Management
Routine correspondence and emails	While relevant	Management
Staff Documentation	In accordance with DPA	DPA 1998
Standing Orders	Indefinite	Archive
Timesheets	Last completed audit year	Audit
Title deeds, leases, agreements, contracts where applicable and in place	Indefinite	Audit, Management
VAT records	6 years	VAT

Adopted: May 2015

Reviewed: 8 September 2025

Next Review Due: May 2027