

# Document Retention and Disposal Policy

## 1. Purpose

To ensure the Council retains information only for as long as necessary and disposes of it securely.

## 2. Scope

This policy covers all paper and electronic records created, received, or held by the Council, councillors, and staff in the course of Council business.

## 3. Principles

- Keep information only as long as needed for legal, operational, or historical purposes.
- Dispose of information securely when no longer required.
- Protect personal data in line with the UK GDPR and the Council's Data Protection Policy.

## 4. Retention Schedule (summary):

<b>Record Type</b>	<b>Minimum Retention</b>	<b>Disposal Method</b>
Minutes (signed)	Permanent	Archive
Draft minutes / notes	Until approval	Secure delete
Financial records	7 years	Shred / secure delete
Contracts / agreements	6 years after expiry	Shred / secure delete
Planning applications (correspondence only)	1 year	Secure delete
Correspondence (routine)	2 years	Secure delete
Emails relating to agenda items	2 years	Secure delete
Personnel records	6 years after leaving	Shred / secure delete
Policy documents	Current + 2 years	Archive or replace

## 5. Responsibility

The Parish Clerk is responsible for managing retention and disposal in consultation with the Chair.

## 6. Review

This policy will be reviewed annually alongside the Council's Data Protection Policy.