

Chieveley Parish Council Records Management Record Retention and Disposal Schedule 2018

Document Ref:	Record Management & Disposal Schedule 2018	Date Created:	12 June 2018
Version:	1	Date Modified:	
Author:		Sign & Date:	
Client:	Chieveley Parish Council	Sign & Date:	

Change History

Version	Date	Description	Change ID

This document will be reviewed every four years or as required

The Data Controller is: Chieveley Parish Council

Contents

Contents	2
Retention Schedule	4
1 Democratic Processes	5
Elections	5
Parish/Town Council Elections	5
Results	5
Council & Committee Meetings	5
Council & Committee papers	5
Minute taking	5
Register of Member’s interests	5
Register of Disclosures and General Notices by Members	5
Declaration of Acceptance of Office.....	5
Partnership, Agency and External Meetings	5
Partnership internal processes.....	5
2 Management and Administration	6
Parish Council Planning & Reporting	6
Planning & Reporting	6
Statutory Returns	6
Statutory returns	6
Policy, Procedures, Strategy and Structure.....	6
Development processes	6
Public Consultation	6
Consultation processes.....	6
Information Management.....	6
Information Management processes	6
Management of archived records	6
Record of disposal/destruction of records	7
Monitoring of access to information.....	7
Contingency Plans.....	7
Business Contingency Plans.....	Error! Bookmark not defined.
Emergency Plans.....	7

Complaints.....	7
Management of complaints.....	7
Management of complaints resulting in policy changes.....	7
Management of detailed responses	7
Management of routine responses	7
Publicity about complaints procedures	7
Public Relations	8
Publications.....	8
Media Relations	8
Process of interaction with the media.....	8
Media publications concerning Parish Council.....	8
Health & Safety Management.....	8
Equipment Safety Check.....	8
Risk Assessments.....	8
Facility Inspection Records/Check Lists	8
Accident Report Forms/Reports	8
3 Legal and Contracts	9
Litigation	9
Litigation.....	9
Agreements	9
Agreements.....	9
Conveyance.....	9
Conveyance.....	9
Contracts and Tendering.....	9
Pre contract advice	9
Pre contract advice.....	9
Pre-Qualification of Suppliers	9
Supplier expressions of interest and pre-qualification questionnaire responses.....	9
Specification and contract development	10
Specification and contract development.....	10

Tender issuing and return	10
Tender issuing and return	10
Tender evaluation	10
Tender evaluation	10
Successful tender document	10
Unsuccessful tender documents.....	10
Post tender negotiation	10
Post tender negotiation.....	10
Awarding of contract	10
Awarding of contract.....	10
Contract management	11
Contract operation & monitoring.....	11
Management and amendment of contract	11
Legal Records & Documents	11
Miscellaneous Legal Records	11
4 Human Resources	12
Personnel administration	12
Administration of employees.....	12
Administration of employees – subsidiary monitoring	12
Superannuation records	12
References provided for ex -employees	12
References given/information to enable reference to be provided	12
General Staff Administration	12
General filing.....	12
Processing Purpose	12
Employee and Industrial Relations	13
Disciplinary grievances (where proved).....	13
Disciplinary grievances (where unfounded or later disproved).....	13
Equal Employment Opportunities	13
Equal Employment Opportunities	13
Equal Opportunities Monitoring	13
Occupational Health	13
Occupational health records	13
Processing Purpose	13
Recruitment	14
Recruitment records for un-shortlisted applicants.....	14

Recruitment records for shortlisted applicants.....	14
Staff Retention	14
Financial reward	14
Termination	14
Termination of employment	14
Training and Development	14
Routine staff and councillor training	14
Training materials	14
5 Accounts and Auditing	15
Reporting	15
Annual financial reports.....	15
Periodic financial reports	15
Financial Transactions Management	15
Approvals management	15
Financial Transactions Management	15
Receipt, payments.....	16
Balance and reconciliation of financial accounts.....	16
List of Authorised Signatories.....	16
Payroll	16
Accountable processes relating to payment of employees.....	16
Financial Provisions: Budgets and Estimates	16
Finalisation of annual budget.....	16
Development process for annual budget.....	16
Reporting process of annual budget	16
6 Property and Land Management	17
Property and Land Management	17
Maintenance files	17
Process of maintaining equipment	17
Abstracts of title.....	17
Agreements with architects and builders.....	17
Property Acquisition and Disposal	17
Management of the acquisition (real property).....	17
Management of the disposal (real property).....	17
Property Development and Renovation	17
Property development and renovation	17
Agreements with architects and builders.....	17

Renovation or development process	17
Land certificates	17
Insurance: Policy Management.....	18
Management of insurance arrangements	18
Insurance process	18
Renewal process	18
Insurance: Claims Management.....	18
Recording claims.....	18
7 General Public Services.....	19
Health and Safety	19
H&S Inspections and Assessments	19
Inspection	19
Monitoring	19
Risk assessment	19
Injury records: adults.....	19
Emergency Planning.....	19
Emergency Plan.....	19
Major Incident.....	19
Major incident reports.....	19
Minor incident reports	19
Closed churchyards.....	20
Powers to maintain closed churchyards.....	20
Village Halls & Recreational Centres	20
Power to provide and equip buildings for use of clubs	20
Ponds	20
Power to deal with ponds	20
Litter Bins	20
Provision of litter bins	20
Open spaces	20
Power to acquire land and maintain it.....	20
Public buildings and Village Halls.....	20
Power to provide buildings for public meetings and assemblies.....	20
Roadside Seat and Shelters	20
Power to provide roadside seats and shelters	20
10. Planning and Land Use.....	211
Planning Scheme Development and Amendment.....	211

Development process for plans.....	211
Consultation	211
Countryside and Open Space Amenity Development and Management.....	211
Countryside and open space amenity development	211
11. Infrastructure and Transport	222
Planning and Development	Error! Bookmark not defined.2
Parish Roads Files.....	Error! Bookmark not defined.2
Traffic Management	222
Traffic calming.....	222
Parking	222
Public Transport	222
Bus shelters	222

Retention Schedule

Description	Retention Action	Examples of Records	Notes	Processing Purpose
1. Democratic Processes				
Elections				
Parish/ Council Election and results	Destroy after 4 year term completed. West Berkshire Council data holders	<ul style="list-style-type: none"> • Declarations of Results • Candidates and Polling 	Held by Clerk Held by WBC	Audit/Management
Council & Committee Meetings				
Council & Committee papers The process of preparing business for Council or Committee consideration and making the record of discussion, debate and resolutions.	Substantive records - permanent. Must be available for public inspection (except Part II).	<ul style="list-style-type: none"> • Minutes • Agendas • Committee Papers and Reports (including Part II items) 	Held electronically and in hard copy by Clerk Also 3 years available on internet	Legal obligation
Minute taking	Destroy after date of confirmation/approval of minutes	<ul style="list-style-type: none"> • Draft/rough minute • Notes/audio tapes 		Legal obligation
Register of Member's interests	Retain for 6 years.	<ul style="list-style-type: none"> • Signed register or signed forms 		Legal obligation
Register of Disclosures and General Notices by Members	Retain for six years.	<ul style="list-style-type: none"> • Formal Register of disclosures. • Not memos or emails containing original information 	May be offered to Record Office as historical record	Legal obligation
Declaration of Acceptance of Office	Retain for six years.	<ul style="list-style-type: none"> • Formal signed Declarations 	May be offered to Record Office as historical record	Legal obligation
Partnership, Agency and External Meetings				
Partnership internal processes The process of preparing business for partnership consideration and making the record of discussion, debate and resolutions, where the council legally owns the record.	(Permanent for substantive record, 5 years for background papers)	<ul style="list-style-type: none"> • Documents establishing the Committee • Agendas • Minutes • Council Reports • Recommendations • Supporting documents such as Council briefing and discussion papers 		Legal obligation

2 Management and Administration				
Description	Retention Action	Examples of Records	Notes	Processing Purpose
Planning & Reporting				
<p>Planning & Reporting</p> <p>The planning and reporting activities of the Parish Council</p>	<ul style="list-style-type: none"> ▪ Permanent. Archive after 2 years 		Local Government Act 1972	Legal Obligation
Policy, Procedures, Strategy and Structure				
<p>Development processes</p> <p>Activities that develop policies and procedures, for the Council</p>	<ul style="list-style-type: none"> ▪ Hard copy ▪ Electronic – up-to-date version 	<ul style="list-style-type: none"> ▪ Constitution ▪ Policy, Procedure, Precedent, Instructions ▪ Records relating to Policy Implementation and Development 	<p>Local Government Act 2000</p> <p>Common practice</p>	
Public Consultation				
<p>Consultation processes</p> <p>The process of consulting the public and staff, where appropriate, in the development of significant or minor policies of the Parish Council</p>	<p>Destroy five years from closure <i>unless for important historical interest</i></p>	<ul style="list-style-type: none"> • Results of public consultation exercises • Results of employee consultation exercises 	Common practice	Legal obligation
Information Management				
<p>Information Management processes</p> <p>The activity whereby standards, authorities, restraints and verifications are introduced and maintained to manage information effectively.</p>	Until superceded	<ul style="list-style-type: none"> • Records Management Schemes • Lists of File Headings 	Common practice	Management
<p>Management of archived records</p> <p>The management of collections of records transferred to the archives</p>	<p>Current edition retained.</p> <p>Permanent. Administrative use</p>	<ul style="list-style-type: none"> • Record Retention Policy • Accession registers and file indexes for records 	Common practice	Management

Description	Retention Action	Examples of Records	Notes	Processing Purpose
<i>Monitoring of access to information</i>	Destroy three years after last action	<ul style="list-style-type: none"> • Data Protection requests • Freedom of Information Requests • ICO complaints • DP breaches 	Retain longer if any legal case or complaint in relation to individual making request is ongoing	Legal obligation
Contingency Plans				
<i>Disaster Recovery Plans</i>	Retain until superseded.	<ul style="list-style-type: none"> • Emergency plans 	Retain indefinitely until superceded,	
Complaints				
<i>Management of complaints</i> The management in summary form of enquiries and complaints directed to council.	For 3 years from last action	<ul style="list-style-type: none"> • Indexes/databases 		Legal obligation
<i>Management of complaints resulting in policy changes</i> The management of enquiries, submissions and complaints which result in changes to Council policy or procedures	For 3 years from last action	<ul style="list-style-type: none"> • Correspondence • Reports • Returns 		Legal obligation
<i>Management of detailed responses</i> The management of detailed responses on Council actions, policy or procedures	Destroy 3 years from last action	<ul style="list-style-type: none"> • Correspondence 	Keep confidentially	Legal obligation
<i>Management of routine responses</i> The management of routine responses on Council actions, policy or procedures	Destroy 2 years from last action unless another statutory limit applies	<ul style="list-style-type: none"> • Correspondence 		Legal obligation
<i>Publicity about complaints procedures</i>	Destroy when superseded	<ul style="list-style-type: none"> • Leaflets 		

Description	Retention Action	Examples of Records	Notes	Processing Purpose
Public Relations				
Publications The published work of the Parish Council	Kept permanently	<ul style="list-style-type: none"> ▪ Leaflets/Posters/ Brochures ▪ Stationery ▪ Books 		
Media Relations				
Process of interaction with the media	Hard copies – destroy 6 months from closure.	<ul style="list-style-type: none"> ▪ Email/letter 		Public interest
Media publications concerning Parish Council	6 months	<ul style="list-style-type: none"> ▪ Local newspapers ▪ Press cuttings 	Hold indefinitely if of local public historical interest	Public interest
Health & Safety Management				
Description	Retention Action	Examples of Records	Notes	Processing Purpose
Equipment Safety Check		<ul style="list-style-type: none"> ▪ Throw line 		
Risk Assessments	Annually reviewed	<ul style="list-style-type: none"> ▪ ROSPA inspections ▪ Councillor Role Risk Assessments ▪ Clerk's Workplace 	Health & Safety	Management
Facility Inspection Records/Check Lists	Until superceded	<ul style="list-style-type: none"> ▪ Annual ROSPS inspections 	Health & Safety/Insurance purposes	
Accident Report Forms/Reports	In accident book– Retained for 21 years	<ul style="list-style-type: none"> ▪ Accident book ▪ Written reports/letters 		Legal obligation

Description	Retention Action	Examples of Records	Notes	Processing Purpose
3 Legal and Contracts				
Litigation				
Litigation Managing, undertaking or defending for or against litigation on behalf of the council	Destroy 7 years after last action	<ul style="list-style-type: none"> Case files Prosecutions Appeals 	Held in confidential files by clerk	Legal obligation
Agreements				
Agreements Process of agreeing terms between organisations	Destroy 6 years after agreement expires or is terminated	<ul style="list-style-type: none"> Licence 	Common practice	Legal obligation
Conveyance				
See also Property Acquisition and Disposal (6)				
Conveyance Process of changing ownership or land or property	Retain for 12 years after interest in property ceases, then destroy	<ul style="list-style-type: none"> Conveyancing files 	Held by Clerk	Legal obligation
Contracts and Tendering				
Pre-contract advice				
Pre-contract advice	Destroy 2 years after contract let or not preceded with	Expressions of interest	Held by Clerk	Legal obligation
Pre-Qualification of Suppliers				
Supplier expressions of interest and pre-qualification questionnaire responses Process involved pre-qualification process for contracts	For approved suppliers – Retain as for <u>Ordinary Contracts</u> destroy after 6years from expiry or <u>Contracts under seal</u> destroy 12 years after terms of contract have expired For unapproved suppliers destroy after one year	Supplier expressions of interest Pre-qualification questionnaires Supporting supplier documents Pre-qualification questionnaire assessments	As above	Legal obligation

Specification and contract development				
Specification and contract development Process involved in the development and specification of a contract	<u>Ordinary Contracts</u> destroy after 6 years from expiry <u>Contracts under seal</u> destroy 12 years after terms of contract have expired	Tender specification Tender Documents Quotations Signed contract	As above	Legal obligation
Tender issuing and return				
Tender issuing and return Process involved in issuing and return of a contract	Destroy one year after start of contract	<ul style="list-style-type: none"> • Opening notice • Tender envelope 	As above	Legal obligation
Tender evaluation				
Tender evaluation	Destroy 1 year after start of contract	<ul style="list-style-type: none"> • Evaluation criteria 	As above	Legal obligation
Successful tender document	<u>Ordinary contracts</u> destroy 6 years after contract expired <u>Contracts under seal</u> destroy 12 years after contract expired	Tender documents Quotations	As above	Legal obligation
Description	<u>Retention Action</u>	Examples of Records	Notes	Processing Purpose
Unsuccessful tender documents	<u>Destroy 2 years after contract not proceeded with</u>	Tender documents Quotations	As above	Legal obligation
Post tender negotiation				
Post tender negotiation	<u>Ordinary contracts</u> destroy 6 years after contract expired <u>Contracts under seal</u> destroy 12 years after contract expired	Clarification of contract Minutes	As above	Legal obligation
Awarding of contract				
Awarding of contract	<u>Ordinary contracts</u> destroy 6 years after contract expired <u>Contracts under seal</u> destroy 12 years after contract expired	Signed contract	As above	Legal obligation

Contract management				
Contract operation & monitoring	Destroy 2 years after terms of contract expired	Compliance & performance reports	As above	Legal obligation
Management and amendment of contract	<u>Ordinary contracts</u> destroy 6 years after contract expired <u>Contracts under seal</u> destroy 12 years after contract expired	<ul style="list-style-type: none"> • Minutes/note of meetings • Changes to requirements • Variation forms • Extension of contract • Complaints • Disputes on payment 	As above	Legal obligation
Legal Records & Documents				
Miscellaneous Legal Records	Destroy 20 years after last action	•		Legal obligation

Description	Retention Action	Examples of Records	Notes	Processing Purpose
4 Human Resources				
Personnel administration				
Administration of employees The process of administering employees to ensure that entitlements and obligations are in accordance with agreed employment requirements	Duration of employment plus 3 years (HMRC 3 years)	CV's and interview notes Application forms Letter of appointment Letter of acceptance Job description Personal particulars Educational qualifications Employment contracts Exit interviews	Held in Clerks files during duration of employment, then indexed and filed in archive until destroyed.	Contract and Legal obligation
Administration of employees – subsidiary monitoring Process of monitoring staff leave and attendance	Destroy 2 years after action completed	Sick leave Jury Service Training records Leave applications Annual leave	As above	Legal obligation
Superannuation records	Destroy 6 years from date of last pension payment	Superannuation records	As above	Legal obligation
References provided for ex - employees References given/information to enable reference to be provided	3 years from reference/end of employment		Filed confidentially	Legal obligation
General Staff Administration				
General filing General filing not otherwise covered by Council policy or legislation	Retain for three years, review, and destroy unless otherwise advised	•		Legal obligation

Description	Retention Action	Examples of Records	Notes	Processing Purpose
Employee and Industrial Relations				
Disciplinary grievances (where proved) Processing of disciplinary and grievances where proved	Oral warning – 6 months Written warning – 1 year Remove and destroy after relevant time is 'spent' Warnings involving children – placed on personal file permanently	<ul style="list-style-type: none"> Disciplinary Grievance 		Legal obligation
Disciplinary grievances (where unfounded or later disproved)	Destroy immediately grievance is found to be unfounded, or after successful appeal	<ul style="list-style-type: none"> Disciplinary Grievance 		Legal obligation
Equal Employment Opportunities				
Equal Employment Opportunities The process of investigation and reporting on specific cases to ensure entitlements and obligations are in accordance with agreed Equal Employment Opportunities guidelines and policies	Destroy 5 years after action completed	<ul style="list-style-type: none"> Confidential equalities files re disability, gender, ethnicity etc. 	To be held confidentially	Legal obligation
Equal Opportunities Monitoring Process of monitoring general equal opportunities processes (employment of people with disabilities, gender representation, ethnic representation)	Destroy 5 years after action completed	<ul style="list-style-type: none"> Monitoring forms from job applications 	Anonymised data	
Occupational Health				
Occupational health records The process of checking and ensuring the health of staff	Records relating to accident or injury at work – 12 years Other records – as relevant to circumstances for which these were collected	<ul style="list-style-type: none"> Health questionnaire Medical clearances Adjustment to workplace Restrictions Recommendations 	To be held confidentially See Employment Records Code Part 4 issued by the Information Commissioner	Legal obligation

Description	Retention Action	Examples of Records	Notes	Processing Purpose
Recruitment				
<p>Recruitment records for un-shortlisted applicants</p> <p>The selection of an individual for an established position. Records where application not short-listed</p>	4 months from date applicant informed not short-listed	<ul style="list-style-type: none"> Completed job application forms CVs Internal notes Adverts Referee reports 	Confidential files	Legal obligation
<p>Recruitment records for shortlisted applicants</p> <p>The selection of an individual for an established position. Records where applicants short-listed but unsuccessful</p>	4 months from date applicant informed of the appointment decision	<ul style="list-style-type: none"> Completed job application forms CVs Internal notes Interview records 	Confidential files	Legal obligation
Staff Retention				
Financial reward	Destroy 7 years after action completed	<ul style="list-style-type: none"> Letters or supporting documents for one off honoraria Work related bonuses 	All records relating to actual payments are dealt with under Accounts and Auditing Section 7	Legal obligation
Termination				
<p>Termination of employment</p> <p>Process of termination of employment through voluntary redundancy, dismissal and retirement</p>	If a pension is paid records should be destroyed 6 years after last payment of pension. Otherwise destroy six years after last action.	<ul style="list-style-type: none"> Resignation Redundancy (Section 188) Dismissal Death Retirement 		Legal obligation
Training and Development				
<p>Routine staff and councillor training</p> <p>Routine staff training processes, not statutory</p>	1 year after action completed			Legal obligation
Training materials	Destroy 1 year after course is superseded	<ul style="list-style-type: none"> PowerPoint presentations Handouts Course notes 		

5 Accounts and Auditing				
Reporting				
<p>Annual Return and Financial Reports</p> <p>The process that consolidates financial transactions on an annual basis for annual reporting purposes</p>	Permanent - Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Annual Return • Financial statements • Statement of financial position 		
<p>Financial reports</p> <p>The process that financial transactions on a periodic (less than annual) basis, superseding those from the previous period.</p>	Destroy when administrative use is concluded	<ul style="list-style-type: none"> • monthly reports • monthly statements • Quarterly bank reconciliation statements • Internal Auditor's report 		Legal obligation
Financial Transactions Management				
<p>Approvals management</p> <p>Management of the approvals process for purchase, including investigations</p>	Destroy 7 years after the end of the financial year in which the records were created	<ul style="list-style-type: none"> • Appointments and delegations • Audit investigations • Arrangements for the provision of goods and/or services 	Statutory (Limitations Act)	Legal obligation
Financial Transactions Management				
<p>Receipt and payments</p> <p>Identification of the receipt, expenditure. Includes ordering and stock documentation. Inclusive of:</p>	Destroy 6 years after conclusion of financial transaction that the record supports	<ul style="list-style-type: none"> • Work orders • Invoices • Unpresented cheque lists 	Statutory. Period may be reduced with agreement of Custom and Excise and/or the Inland Revenue	Legal obligation
<p>Monthly balance and reconciliation of financial accounts</p>	Destroy 2 years after administrative use is concluded	<ul style="list-style-type: none"> • Reconciliation • Monthly summaries of accounts 	Common practice	

List of Bank Authorised Signatories	Destroy when superceded and after annual audit			Legal obligation
Bank paying in books	Last completed audit year		Common practice	
Bank statements	Last completed audit year		Common practice	
Receipt books, Paid invoices, VAT records	6 years			VAT
Receipt and Payment Accounts	Permanent	Receipt and payment account records		Legal obligation
Payroll				
Accountable processes relating to payment of employees	HMRC Basic Tools on line	<ul style="list-style-type: none"> Employee pay records Employee taxation records Overtime sheets Timesheets Expenses 	Statutory	Legal obligation
Financial Provisions: Budgets and Estimates				
Finalisation of annual budget The process of finalising council's annual budget	Permanent – Recorded in minute record.	<ul style="list-style-type: none"> Annual budget 	Common practice Only the final version of the annual budget needs to be kept	
Development process for annual budget The process of developing council's annual budget	Destroy 6 months after annual budget adopted by council	<ul style="list-style-type: none"> Draft budgets Draft estimates 	Common practice	
Reporting process of annual budget The process of reporting which examines the budget in relation to actual receipts and payments	Destroy after following year's annual budget has been adopted by council	<ul style="list-style-type: none"> Monthly statements 	Common practice	

Description	Retention Action	Examples of Records	Notes	Processing Purpose
6 Property and Land Management				
Property and Land Management				
<i>Agreements with architects and builders</i>	Retain for 6 years after interest in property ceases, then destroy		Commercial / statute of limitations	Legal obligation
Property Acquisition and Disposal				
See also Conveyance (3)				
<i>Management of the acquisition (real property)</i> Management of the acquisition (by financial lease or purchase) process for real property	Retain for 12 years after interest in property ceases, then destroy	<ul style="list-style-type: none"> • Leases • Plans 	Commercial / statute of limitations	Legal obligation
<i>Management of the disposal (real property)</i> Management of the disposal (by sale or write off) process for real property	Destroy 15 years after all obligations/entitlements are concluded	<ul style="list-style-type: none"> • Legal documents relating to the sale • Particulars of sale documents • Tender documents • Conditions of contract 	Common practice	Legal obligation
Property Development and Renovation				
<i>Property development and renovation</i> Process of managing and undertaking renovations and development of property				
<i>Land certificates</i>	12 years after interest in property ceases		Destroy after 12yrs. Commercial/statute of limitations	

Description	Retention Action	Examples of Records	Notes	Processing Purpose
Insurance: Policy Management				
Management of insurance arrangements Summary management of insurance arrangements	Permanent - Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> Insurance register 		
Insurance process Process of insuring Parish Council officers, property, equipment against negligence, loss or damage	Destroy after terms of the policy have expired	<ul style="list-style-type: none"> Insurance policies Correspondence 		Legal obligation
Renewal process Process of renewing insurance policies	Destroy after last audit year and new insurance policy has been taken out	<ul style="list-style-type: none"> Insurance policy renewal records Correspondence 		
Insurance: Claims Management				
Recording claims The process that records claims made against the council	Destroy 7 years after all obligations/entitlements are concluded (allowing for the claimant to reach 25 years of age)	<ul style="list-style-type: none"> Claims records Correspondence 		Legal obligation
Employers Liability	Certificates to be kept for 40 years	<ul style="list-style-type: none"> Employers Liability Insurance starting from 2007 	Available and scanned from 2007	Legal obligation The Employers' Liability Regulations 1998 SI 2753 Management

Description	Retention Action	Examples of Records	Notes	Processing Purpose
7 General Public Services				
Health and Safety				
H&S Inspections and Assessments				
Inspection Process of inspecting equipment to ensure it is safe	Destroy 6 years from destruction of equipment	<ul style="list-style-type: none"> Equipment inspection records 	Statutory	
Monitoring Process of carrying out monitoring to ensure that the process is safe	Destroy 3 years from last action	<ul style="list-style-type: none"> Statement of procedure to be followed in the event of a fire at meeting locations 	Statutory See also Registration, Certification and Licensing in (9)	
Risk assessment Process to assess the level of risk	Destroy 3 years from last assessment or when superseded	<ul style="list-style-type: none"> Risk assessment 	Statutory	
Injury records: adults Process that records injuries to adults	Destroy 3 years from closure	<ul style="list-style-type: none"> Accident books 	Statutory	Legal obligation
Emergency Planning				
Emergency Plan Process to develop the Emergency Plan for the local community	Until superseded	<ul style="list-style-type: none"> Major Incident Plan 	Contingency/disaster plans should be destroyed/archived when superseded by a new version, after it has been published and acknowledged by the organisation.	
Major Incident				
Major incident reports Activities that report on all major incidents in the local community, whether the emergency plan has been invoked or not	Permanent - Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> Reports to Council Leaflets Newspaper cuttings Minutes of meetings 	Preserve all related documents on the incident as a single unit permanently. Include current Disaster Plan at the time of the incident as relevant document	Legal obligation
Minor incident reports Activities that report on all minor incidents in the local community	Destroy 7 years after closure	<ul style="list-style-type: none"> Reports Minutes of meetings 	Preserve all related documents on the incident as a single unit for seven years.	Legal obligation

Description	Retention Action	Examples of Records	Notes	Processing Purpose
Closed churchyards				
<i>Power to maintain closed churchyards</i>	Permanent - Transfer to place of deposit after administrative use is concluded Maintenance records – until superceded	<ul style="list-style-type: none"> Register of interments Cemetery register Cemetery plans Green burials registers Memorial and monument maintenance records 	Local Government Act 1972 s215 Retain details of leaseholder of plot for period of lease	Legal obligation
Village Hall & Recreational Centre				
<i>Power to provide and equip buildings for use of clubs</i>	Six years plus current year	<ul style="list-style-type: none"> Facility agreements 	Local Government (Misc Provisions) Act 1976 s19	Legal obligation
Drainage				
<i>Power to deal with ponds and ditches</i>	Indefinitely (se also S11)	<ul style="list-style-type: none"> Maintenance records 	Public Health Act 1936 s260	
Open spaces				
<i>Power to acquire land and maintain it</i>	As property (see S6) Historic archive - permanent	<ul style="list-style-type: none"> Purchase records Maintenance records Donor records 	Public Health Act 1875 s164 Open Spaces Act 1906 ss 9 and 10	Consent
Roadside Seat and Shelters				
<i>Power to provide roadside seats and shelters</i>	Until superceded Historic archive - permanent	<ul style="list-style-type: none"> Provision and maintenance records Donor records 	Highways Act 1980 s130	Consent

Description	Retention Action	Examples of Records	Notes	Processing Purpose
10. Planning and Land Use				
Planning Scheme Development and Amendment				
Development process for plans The activity of developing a vision and strategic directions	Hold for period of Plan	<ul style="list-style-type: none"> Parish Plans 		
Consultation The activity of consultation to gain approval of Local Plans	Hold for active period of plan	<ul style="list-style-type: none"> Consultation documents and replies 		
Countryside and Open Space Amenity Development and Management				
Countryside and open space amenity development The process of maintaining the countryside and developing open spaces for public amenity.	Permanent – transfer to place of deposit after administrative use concluded	<ul style="list-style-type: none"> Land purchase agreements Play areas and sports grounds 	Town and Country Planning Act 1990	

Description	Retention Action	Examples of Records	Notes	Processing Purpose
11. Infrastructure and Transport				
Traffic Management				
Parking The activity of planning and consulting on parking	Retain until the project or consultation has either proceeded or cancelled	<ul style="list-style-type: none"> • Parking Studies • Emails to WBC 		
Traffic calming	WBC data holder.	<ul style="list-style-type: none"> • Record of contribution to traffic calming schemes 	Highways Act 1980, s.274A	
Public Transport				
Bus shelters The activities involved in the management and provision of bus shelters	Destroy 12 months after superseded or last action	<ul style="list-style-type: none"> • Bus shelters 	Local Government (Miscellaneous Provision) Act 1953, s. 4	

Data Security:

Data security for personal data is provided by secure storage, password protection, encryption, etc. as is proportionate for the sensitivity of the personal data held. Personal data will not be shared with other organisations except in the performance of a contract, or for purposes covered by criminal investigation legislation.