

Twyning Parish Council

Retention and Disposal Policy 2020

Scope and Objectives of the Policy

The aim of this document is to provide a working framework to determine which documents are:

Retained – and for how long;

Disposed of – and if so by what method.

Retained documents will include:

Agendas 1 year

\*Minutes (signed hard copy/website copy) in perpetuity

Financial Records (paper copy/computer records) 10 years

PAYE records (current employees) whilst current + 10 years thereafter

VAT records 10 years

Complaints 1 year

Deeds and Legal documents in perpetuity

General Correspondence (email/paper copy) 1 year when it is envisaged there will be a need to refer to it on an ongoing basis.

Maps/Plans in perpetuity

Disposed of – and if so by what method

Draft correspondence – shredded

Correspondence no longer needed as evidence – shredded

Personnel/PAYE documents no longer needed as evidence - shredded

Planning documents – deleted or in waste bin

Confidential documents (included in the retained list) - shredded

\*Documents that are no longer required for operational purposes but need retaining should be placed at the County Records Office.

Information deleted from computers should not be retrievable.

Responsibility:

Staff and councillors are responsible for ensuring that this protocol is followed in handling Council information/parishioner correspondence