

## 1. Data Retention Periods

All Streatley Parish Council (SPC) originated data will be retained electronically on the SPC onedrive in line with the following durations.

Document Type	Minimum Retention Period	Reason
<b>Agendas and Minutes</b>		
Approved/signed minutes	Indefinite	Archive/Audit/Legal
Notes of minutes taken at meetings	Until minutes are approved	Management
Agendas and supporting documentation	2 years	Management
<b>Finance</b>		
Income and expenditure accounts	Indefinite	Archive
Annual return	Indefinite	Archive
Paid invoices	6 years	VAT
VAT records	6 years	VAT
Bank statements	6 years	Audit/Management
Paying in and receipt books	6 years	Audit/Management/VAT
Cheque stubs	6 years	Audit/Management
Banking mandate	Until confirmation is received that updated mandate has been implemented	Management
Receipt and payment Account(s)	Indefinite	Legal/Archive
VAT Records	6 years	VAT/Audit
<b>Insurance</b>		
Insurance policies	Indefinite	Management
Certificates of employers' liability	40 years	Limitation period
<b>Employment (Staff)</b>		
Major employment records e.g. application form (current postholder), letter of appointment, contract, references	7 years after the period of employment	Management/Legal

Document Type	Minimum Retention Period	Reason
Application forms (unsuccessful candidates)	6 months	Management
Disciplinary records	Period of employment plus 6 months	Management/Legal
Appraisals	Period of employment plus 6 months	Management
Time sheets	Last completed audit year	Audit
PAYE records (payroll)	12 years	Superannuation
Tax Code changes	6 years	Management/Legal
<b>Councillor Records</b>		
Declarations of acceptance of office	Indefinite	Legal
Members register of interests	Indefinite	Legal
Declaration of Interest	Indefinite	Legal
Hospitality Register	Indefinite	Legal
Councillors' contact details	Duration of membership	Management
<b>Miscellaneous</b>		
Quotations and tenders	12 years	Limitation period
Title deeds, leases, agreements and contracts	Indefinite	Audit/Management/Legal
Asset register	Indefinite	Audit/Management
Accident report forms	3 years	Management/Limitation period
Complaints	2 years after closure	Management
Asset Register	Indefinite	Audit/Management
General Email	At end of useful life	Management, reference
Electronic Back Ups	1 copy indefinitely	To protect records from loss, destruction or falsification , Management/Legal
Planning Applications & responses	3 years	Management
Local Plans and similar documents	While valid	Management
NALC, BALC etc information	As long as relevant	Management, reference

Document Type	Minimum Retention Period	Reason
Magazines and journals	As long as relevant	Management, reference
Correspondence from the public on general issues	As long as pertinent	Management
Correspondence from the public relating to audit or staff.	As long as legally required	Audit, Legal
Risk assessment	Indefinite (Council) 3 years after no longer used (Emergency/projects)	Management, reference
Play ground/Recreation Ground Reports and Inspections	18 + 3 years	As required by Law



Signed : .....

 Colin Smith  
 Chairman, Streatley Parish Council

Date : 09 December 2024