HENFIELD
PARISH COUNCIL

# Data Retention & Disposal Policy

HENFIELD PARISH COUNCIL

July 2026
Version 3.0

## Version History

| Version | Status | Published | Review Due |
|---|---|---|---|
| 1.0 | Adopted | May 2018 | |
| 2.0 | Adopted | Sept 2024 | |
| 3.0 | Draft | | Jul 2027 |

## Distribution

**Internal:** All Staff
**External:** Website / Councillors / Partners

## Change Log

Version 1.0 - Original to comply with GDPR May 2018
Version 2.0 - Review
Version 3.0 - Annual Review

# Data Retention & Disposal Policy

Henfield Parish Council is committed to managing its records effectively and in accordance with the requirements of the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, the Freedom of Information Act 2000, the Local Government Act 1972, the Limitation Act 1980 and other relevant legislation and statutory guidance.

The purpose of this Policy is to ensure that the Council retains records only for as long as they are required for legal, financial, administrative, operational or historical purposes, and that records which are no longer required are disposed of securely and appropriately. The Council also recognises that certain records have permanent historical value and should be preserved in accordance with recognised archival practices.

This Policy applies to all records created, received or maintained by Henfield Parish Council, regardless of format. It covers paper records, electronic documents, emails, scanned documents, databases, photographs, audio and video recordings, digital images, cloud-based storage, removable media and any other recorded information held by the Council in the course of its official business.

Records containing personal or confidential information will be stored securely and access will be restricted to authorised persons. When records reach the end of their retention period, they will be securely destroyed or permanently deleted in accordance with this Policy, unless they are identified for permanent preservation or there is a legal requirement to retain them for a longer period.

The accompanying Retention Schedule sets out the minimum retention periods for the principal categories of Council records. Where there is any uncertainty, or where litigation, an investigation, a Freedom of Information request or a Subject Access Request is pending, records must not be destroyed until the matter has been concluded.

This Policy will be reviewed annually, or sooner if there are changes to legislation, guidance or the Council's operational requirements.

The schedule accompanying these guidelines lists the main types of parish council records and gives recommendations for their retention and proposal.

**Records to be preserved permanently at West Sussex Records Centre (P)**
Records in this category when no longer regularly consulted in the parish should be deposited in the West Sussex Records Centre. They are generally easy to identify; the obvious examples are the main series of signed council and committee minutes and the receipt of payment books.
Other records may be less easy to select, in particular correspondence files on important local issues. Here individual clerks should be best placed to judge which documents relate to significant or contentious local issues about which more detailed information needs to be preserved.

**Records to be reviewed by the Parish Clerk for possible permanent preservation (R)**
Records in this category should be reviewed, either when the prescribed minimum retention period is over, or when they are no longer required in the parish for administrative purposes.

**Records that may be destroyed by the parish clerk (D)**
A large number of parish and town council records, mainly financial, may be safely disposed of by the parish or town clerk, usually after a minimum retention period prescribed for audit or other statutory purposes generally 6 years. Where no minimum period is given records in this category may be destroyed when they are no longer required in the parish council administrative purposes. It is recommended reviewing these files after 5 years or when an office holder retires if sooner. All documents should be treated as confidential waste and shredded. Electronic records will be permanently deleted from live systems.

## Schedule

| Records | Action | Minimum Retention Period | Reason |
|---|---|---|---|
| **Administration** | | | |
| Minutes of Council/meeting (signed series) | P | Transfer to WSRC as soon as there is no longer an administrative requirement | |
| Agendas | D, included in minutes | | |
| Councillors' declarations of office<br>Councillor vacancy/ co - option | R then D after 18 months of resignation<br><br>R for current Council term then D | | |
| Register of Interests | R then D after 18 months of resignation | | |
| Standing Orders | R until re issued then D | | |
| Policy documents | R | | |
| Title deeds | P | Transfer to WSRC as soon as there is no longer an administrative requirement | |
| Property registers including registers of allotments | P | Transfer to WSRC as soon as there is no longer an administrative requirement | |
| Maps, plans and surveys of property owned by the council or meeting | P | Transfer to WSRC as soon as there is no longer an administrative requirement | |
| Correspondence and papers on important local issues or activities | R as long pertinent D | Transfer to WSRC or Henfield Museum by exception | |

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|---|---|---|---|
| Neighbourhood Plans Village/parish appraisals, plans and millennium projects | R with the view to D | HNP retain for life of the plan and 2 years after Transfer to WSRC or Henfield Museum by exception | |
| Planning applications and related paper for *major controversial* developments; also planning appeal decisions | R for 5 years with the view to D | Original data retained by Horsham District Council | |
| Planning applications [general] | R for 2 Years then D | Original data retained by Horsham District Council | |
| Leases, agreements, contracts and wayleaves | P | Transfer to WSRC as soon as there is no longer an administrative requirement | |
| Quotations and tenders | D | 6 years | Statute of Limitation |
| Routine correspondence and papers | R with the view to D | 1 year | |
| Correspondence (including email) relating to significant Parish issues | R with the view to D | 5 years after there is longer an administrative requirement | |
| Routine correspondence (including email) with no long term action required | D | ! year | |
| Scale of fees and charges | D | 6 years | Statute of Limitation |
| Insurance policies and Risk assessments | D | While valid | |
| Playground assessments and ROSPA inspections | D | 1 year and ROSPA 10 years | |

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|---|---|---|---|
| **Staff** | | | |
| Staff files | D | 6 years after person left employment unless through ill-health or industrial tribunal case | |
| Staff Pensions | D | Retain until person is deceased (HPC is joint data controller with pension provider) | |
| **Finance** | | | |
| Receipt and payment books | P | 6 years | Tax, VAT, Statute of Limitation |
| Cash and petty cash books and rent books | D, but P if the receipt and payment books have not survived | 6 years | Tax, VAT, Statute of Limitation |
| Receipt books of all kinds | D | 6 years | VAT |
| Postage and telephone books | D | 6 years | Tax, VAT, Statute of Limitation |
| Bank statements including deposit/saving accounts | D | Last completed Audit year | Audit |
| Bank paying-in books | D | Last completed Audit year | Audit |
| Cheque book stubs | D | Last completed Audit year | Audit |
| Paid invoices | D | 6 years | VAT |
| VAT records | D | 6 years | VAT |
| Time sheets | D | Last completed Audit year | Audit |
| Salaries record | D | 12 years | Statute of Limitations |
| Members' allowances register | D | 6 years | Tax, Statute of Limitations |
| Precept records | D | 6 years | VAT |

| **Miscellaneous** | | | |
|---|---|---|---|
| Photographs | R | Transfer to WSRC or Henfield Museum by exception as soon as there is no longer an administrative requirement | |
| Burial ground records listed in Local Authorities Cemetery Order 1977 No 204 Section 12 | P | Transfer to WSRC as soon as there is no longer an administrative requirement | |