Hatton Parish Council

Retention and Disposal Policy

ADOPTED	Nov 2022
UPDATED	Mar 2026

1. Introduction

Hatton Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council. This document provides the policy framework through which this effective management can be achieved and audited.

2. Scope

This policy applies to all records created, received, or maintained by Hatton Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Hatton Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

The policy has been drawn up within the context of the Freedom of Information Act 2000, Data Protection Act 1998 and General Data Protection Regulations 2018 following guidelines issued by the National Association of Local Councils.

3. Responsibilities

Hatton Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk. The person with overall responsibility for the implementation of this policy is the Clerk to the Parish Council, and she/he is required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

4. Retention Schedule

The retention schedule (Annexe 1) sets out the length of time which records need to be retained and action which should be taken when it is of no further administrative use. The Clerk is expected to manage the current record-keeping systems using the retention schedule and to take account of the different retention periods when creating new systems. The retention schedule refers to all types of record regardless of the media in which they are stored.

5. Disposal procedures

All documents that are no longer required for administrative reasons should be shredded and disposed of. Electronic copies of records will be deleted.

Annexe 1: Retention of Documents Required for the Audit of Parish Councils

Document	Minimum Retention Period	Reason
General Records		
Minutes of Council meetings	Indefinite	Archive
Policy documentation	Keep current copy only	
Councillors contact details	Duration of membership plus one year	Management
Email and correspondence	6 months	Management
Councillors' Declarations of Office and register of interest	Duration of membership plus one year	Management
Complaints	2 years	Management
Financial Records		
Annual returns/accounts	Indefinite	Audit
Receipt and payment accounts	6 years	Audit/VAT
Bank statements	6 years	Audit
Cheque book stubs	Last completed audit year	Audit/VAT
Paid invoices/cheques	6 years	Audit/VAT
VAT records	6 years	Audit/VAT
Quotations	6 years	Limitation Act 1980
Payroll records	3 years	HMRC
Asset register	Indefinite	Audit/management
Payroll	6 years	Superannuation/audit
Insurance		
Insurance policies	6 years after policy end	Management
Insurance claim records	6 years after policy end	Management
Employment		
Recruitment documentation and applications	6 months	Management

6. <u>Planning Applications</u>

All planning applications and relevant decision notices are available at Warrington Borough Council. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Authority minutes and are retained indefinitely. Correspondence received in connection with applications will be retained as stated in the above schedule.