



Carlton Colville Town Council

Data Retention Policy

1. Introduction

Carlton Colville Town Council (“the Council”) recognises that the efficient management of its records is necessary to support its core functions, ensure transparency, and comply with legal and regulatory requirements.

This Data Retention Policy has been prepared in line with: - National Association of Local Councils (NALC) guidance - Society of Local Council Clerks (SLCC) model policies - UK General Data Protection Regulation (UK GDPR) - Data Protection Act 2018 - Freedom of Information Act 2000 - Local Government Act 1972

2. Purpose of the Policy

The purpose of this policy is to: - Ensure that records are retained for as long as they are required by law or best practice - Ensure that personal data is not retained for longer than necessary - Provide a clear framework for the secure disposal of records - Support openness and accountability

3. Scope

This policy applies to all records created, received, or maintained by the Council in the course of its business, regardless of format, including: - Paper files - Electronic documents and emails - Databases - CCTV, images, audio, and video recordings

It applies to councillors, employees, contractors, and volunteers.

4. Key Principles

1. Records are kept only for as long as they are needed for the purpose for which they were created.
2. Retention periods are clearly defined and documented.
3. Records are stored securely and access is restricted to authorised persons.
4. Records are disposed of in a secure and appropriate manner.
5. Permanent records of historical or legal importance are preserved.

5. Legal Basis for Retention

Records are retained where necessary to: - Comply with statutory obligations - Enable the Council to carry out its functions - Provide evidence of decisions and actions - Defend or pursue legal claims

6. Retention Schedule

The retention periods below follow the **NALC/SLCC Records Management and Data Retention guidance** commonly used by parish and town councils. Where a record is required for audit, investigation, or legal proceedings, it must not be destroyed until the matter is concluded.

6.1 Council Administration and Governance

Record Type	Retention Period
Minutes of Council, Committee and Sub-Committee meetings	Permanent
Agendas	6 years
Reports and supporting papers	6 years
Standing Orders, policies, and procedures	Superseded version + 6 years
Register of Members' Interests	Term of office + 6 years
Declarations of acceptance of office	Term of office + 6 years

6.2 Elections

Record Type	Retention Period
Election notices and results	1 year after election
Nomination papers (if held)	1 year after election

6.3 Financial Records

Record Type	Retention Period
Annual accounts, audit returns, and statements	Permanent
Cash books and accounting records	6 years
Bank statements	6 years
Invoices, receipts, and vouchers	6 years
VAT records	6 years
Grant documentation	6 years after end of financial year

6.4 Employment and Personnel

Record Type	Retention Period
Employee contracts and job descriptions	6 years after employment ends
Personnel files	6 years after employment ends
Payroll records	6 years
Pension records	As required by pension provider
Sickness records	3 years
Disciplinary and grievance records	6 years after conclusion

6.5 Contracts and Legal Documents

Record Type	Retention Period
Contracts and agreements	6 years after expiry
Leases	6 years after termination
Insurance policies	6 years after expiry
Insurance claims	6 years after settlement

6.6 Property, Land, and Assets

Record Type	Retention Period
Title deeds and land records	Permanent
Asset registers	Life of asset + 6 years
Allotment tenancy records	6 years after tenancy ends

6.7 Correspondence and Community Engagement

Record Type	Retention Period
General correspondence	3 years
Correspondence of historical significance	Permanent
Complaints	6 years after resolution

6.8 Data Protection and Information Requests

Record Type	Retention Period
Data protection impact assessments (DPIAs)	Life of processing activity + 6 years
Data subject access requests (DSARs)	3 years after closure
FOIA/EIR requests	3 years after closure
Data breach records	6 years after resolution

6.9 CCTV, Images, and Media

Record Type	Retention Period
CCTV footage	Up to 31 days unless required for investigation
Photographs and video (publicity)	Until no longer required or consent withdrawn

7. Secure Storage and Disposal

- Records are stored securely, whether in paper or electronic form.
- Access is limited to authorised persons only.
- Paper records are disposed of by shredding or secure disposal.
- Electronic records are permanently deleted in accordance with IT security procedures.
- A record of disposal will be kept where appropriate.

8. Responsibilities

- The Council is the Data Controller.
- The Clerk is responsible for day-to-day records management and implementation of this policy.
- Councillors and staff are responsible for ensuring compliance with this policy.

9. Review and Monitoring

This policy will be reviewed at least every three years or sooner if legislation or guidance changes.

Approved by: Carlton Colville Town Council Reviewed March 2026