



Appleton Parish Council

Appleton Parish Hall, Dudlow Green Road, Appleton, WA4 5EQ

Telephone 01925 268153 Email clerk@appletonparish.gov.uk

Retention Policy

Adopted by the Parish Council on Tuesday 18th June 2024

It is impossible for the Parish Council to keep all information forever. Therefore, in line with the Parish Council's Records Management Policy it will be either destroyed or archived.

The Parish Council will only keep data for as long as it is necessary and data retention policy as follows;

<u>General Records</u>	<u>Minimum Retention Period</u>	<u>Reason/ where kept</u>
Signed Minutes of Parish Council meetings and Committees (Draft minutes destroyed when signed)	Indefinite	Last three years on website. Prior minutes archived at Chester Record Office.
Reports and other documents	5 years	Reviewed each year and deleted after five years.
Agendas	5 years	Reviewed each year and deleted after five years.
Draft Minutes	Destroy when Minutes approved	
Policy documentation including Standing Orders and Financial regulations	Keep current copy only – all previous copies deleted.	One drive
Councillors' Declarations of Office and register of members interests	Current Parish Councillors kept only.	One drive
Co-option applications	Deleted after successful co-option and voting papers shredded upon co-option.	One drive
Title Deeds	Indefinite	Kept in safe

Correspondence via letter	2 years	Review and destroy after two years.
Emails – this includes all @appletonparish.gov.uk email addresses including official Parish Councillor email addresses	2 months	Email system
Tenancy agreements for Parish Hall	6 years	One drive
Contracts/leases	6 years	One drive
Formal complaints	One year	One drive
Safety inspections	6 years	One drive

<u>Financial Records</u>	<u>Minimum Retention Period</u>	<u>Reason/ where kept</u>
Audited Accounts	Indefinite	
Accounting records (including VAT records)	6 years	Limitation Act 1980 (as amended)
Bank statements including paying in books/cheque books	6 years	One drive
Insurance Policies	Indefinite - statue	One drive
Van records	Valid documentation only	One drive
Quotes and tenders including unsuccessful quotes/tenders	6 years	One drive
Payroll records	12 years	Payroll system
Asset register	Indefinite	Continuously updated

<u>Employment</u>	<u>Minimum Retention Period</u>	<u>Reason/ where kept</u>
Timesheets	2 years	One drive
Recruitment documentation and applications	Destroyed after appointment of post.	One drive
Personnel and payroll records	Indefinite	One drive
Health & Safety records	Indefinite	One drive
Accident Reporting	20 years	Potential claims