



Redgrave Parish Council

Document Control & Records Management Policy

Introduction

Redgrave Parish Council (“the Council”) is committed to the effective creation, management, retention, and secure disposal of its records. Proper document control supports good governance, transparency, statutory compliance, and the Council’s obligations under the Annual Governance and Accountability Return (AGAR).

This policy applies to all councillors, employees, contractors and volunteers handling Council information.

Purpose

The policy ensures that Council records—paper, electronic, audio or otherwise—are:

- accurate, accessible and secure
- retained only as long as necessary
- disposed of responsibly and lawfully
- managed in line with statutory, audit and transparency requirements

Scope

“Documents” include all recorded information, regardless of format. Where paper records are kept, originals should be retained where possible.

Legal and Regulatory Framework

The Council will comply with all relevant legislation and guidance, including:

- UK GDPR and Data Protection Act 2018
- Data Protection Act 2018
- Freedom of Information Act 2000
- Local Government Act 1972
- Local Government Transparency Code 2015
- Limitation Act 1980
- Smaller Authorities’ Proper Practices Panel (SAPPP) Practitioners’ Guide 2025
- NALC model guidance and best practice

Data Protection and Lawful Basis

Personal data is processed under:

- Article 6(1)(e) – performance of a public task
- Article 6(1)(c) – compliance with legal obligation

The Council will ensure records are accurate, relevant and retained only for appropriate periods. Retention and disposal decisions support GDPR principles, particularly accountability and data minimisation.

Retention and Disposal

The Council maintains an approved Retention Schedule (Annex A), based on statutory requirements and sector guidance.

The Clerk will:

- conduct an annual review of records
- authorise disposal in line with the schedule
- maintain a log of disposals, including date, method and authorisation

Paper documents will be securely shredded; electronic records will be permanently deleted.

Where external destruction services are used, written confirmation of secure disposal will be required.

The Clerk may retain records longer where legally required or justified for audit, legal or historical reasons.

Freedom of Information and Transparency

Retained documents are subject to the Freedom of Information Act 2000. Exemptions (e.g., personal data, confidentiality, crime prevention) may apply.

In accordance with the Transparency Code 2015, this policy will be publicly available. Personal data will be redacted before disclosure.

Security and Storage

The Council will protect records from loss, damage or unauthorised access.

- Electronic data will be password-protected and backed up.
- Paper records will be stored in locked or secure locations.
- Access will be restricted to authorised persons.
- Information shared with third parties will be covered by appropriate agreements.

Roles and Responsibilities

The Parish Clerk oversees implementation, secure storage, disposal, compliance monitoring and documentation of retention decisions.

Councillors, employees and volunteers must comply with this policy and handle records responsibly.

Training

Relevant councillors, employees and volunteers will receive training on data protection, document control and information security. Training will be refreshed periodically or when legislation or policy changes.

Breach of Policy

Non-compliance may lead to disciplinary action.

Where a breach involves personal data, the Council's Information Security Incident Policy will apply.

Review

This policy will be reviewed annually or sooner if required by legislative or operational changes.

Annex:

A. Document Retention Timescales

Annex A: Document Retention Schedule (Concise Version)

Retention periods reflect statutory requirements, sector best practice and Council operational needs.

Finance

- Minutes, Agendas, Reports **Permanent**
- Final Accounts & AGAR **Permanent**
- Cash books, invoices, accounting records **6–12 years**
- Contracts (executed under hand) **6 years**
- Sealed contracts **12 years**
- Precept forms **Permanent**
- Grants & funding claims **3 years**
- Insurance policies (current & expired) **Permanent**
- Insurance claims **10 years**
- VAT records **10 years**
- Asset register **10 years**

Personnel / Employment

- Successful applicant records **Employment + 6 years**
- Unsuccessful applications **6–12 months**
- Personnel files, training, disciplinary records **6 years after leaving**
- DBS checks **6 months**
- Sickness, leave, pay and payroll records **Employment + 6 years**
- Time sheets & overtime **6 years**
- Accident book entries **3 years** (longer for minors or H&S requirements)
- Redundancy records **6 years**

Governance & Corporate

- Council and committee minutes **Permanent**
- Policies and procedures **Until superseded**
- Risk assessments **6 years**
- Internal audit reports **6 years**
- Fraud investigations **7 years**
- Deeds of land/property **Permanent**
- Leases and rental agreements **6–12 years after expiry**

Health & Safety

- Accident records (non-asbestos) **3 years**
- Asbestos & hazardous exposure records **40 years**
- Inspection reports (play areas, equipment, PAT etc.) **2–6 years**
- Waste disposal records:
 - General waste **3 years**
 - Hazardous waste **10 years**

Other Records

- Routine correspondence (paper or electronic) **Until matter closed + up to 6 months**
- FOI requests **Case closed + 6 months**
- Planning correspondence **6 months–2 years**
(recommendations held permanently in minutes)
- Booking diaries **3 years**
- Premises licences **Permanent**