

Higher Hurdsfield Parish Council



DATA RETENTION AND DESTRUCTION POLICY

Your council is required by law to keep certain records and also needs to comply with the Data Protection Act 1998 and the Freedom of Information Act 2000.

Retention Guidance

All records should be kept until they are of no further administrative use to Higher Hurdsfield Parish Council unless a specific period is shown in the schedule.

Type of record	Minimum Retention Period	Final Action	Notes
Administration			
Signed Annual council and committee minutes	Permanent	Permanent	
Agendas	End of administrative era	Destroy	But if minutes do not survive, Destroy
Reports/documents circulated with agendas	keep as per related agendas	Review	but if copies are included with signed minutes
Councillors' declarations of office	2 years from end of term of office	Destroy	but if minutes do not survive, Permanent
Councillors' register of interests	18 months from end of appointment	Review	
Routine correspondence and papers	End of administrative use	Review	or possible preservation of a representative sample
Correspondence and papers on important local issues or activities	End of administrative use	Permanent	At the Clerk's discretion
Planning applications for minor works	End of administrative use	Destroy	
Planning applications and related papers for controversial developments	End of administrative use	Permanent	At the Clerk's discretion
Planning Appeal decisions	6 years from conclusion of Appeal	Destroy	
Elections			

Ballot papers for Parish/Town council elections	6 months from close of poll	Destroy	to comply with Local Elections (Parishes and Communities) (amendment) Rules 2004 Sec48(1)
Nomination forms for candidates for election to the Parish/Town Council	6 months from close of poll	Destroy	but if minutes do not survive, Permanent
Register of electors	End of administrative use	Destroy	
Legal and Property			
Byelaws and orders	Permanent	Permanent	only one copy of each
Title deeds more than 100 years old	Permanent	Permanent	Limitation Act 1980
Title deeds less than 100 years old	Permanent	Review	
Contracts, wayleaves, agreements or other legal documents other than title deeds	Permanent	Review	
Insurance policies	40 years from end of policy	Destroy	
Property registers, terriers	Permanent	Permanent	
Maps, plans and surveys of property owned by the council or meeting	Permanent	Permanent	
Maps created under the provisions of the Rights of Way Act 1932	Permanent	Permanent	
Tenders and quotations (successful) – for contracts under hand	6 years after term of contract has expired	Destroy	to comply with Statute of Limitations
Tenders and quotations (successful) – for contracts under seal	12 years after term of contract has expired	Destroy	to comply with Statute of Limitations
Tenders and quotations (unsuccessful)	1 year after start of contract	Destroy	
Financial			
Account books and receipt and Permanent books	6 years from end of current financial year	Permanent	

Precept books and contribution orders	6 years from end of current financial year	Destroy	
Financial returns to district auditors	6 years from end of current financial year	Destroy	but if general accounts do not survive, Permanent
Rent books	6 years from end of current financial year	Destroy	but if general accounts do not survive, review
Cash and petty cash books	6 years from end of financial year	Destroy	but if general accounts do not survive, review
Vouchers	6 years from end of financial year	review	for possible preservation of a representative sample
Bank statements, cheque stubs, paying in books	Last completed audit year		LTN40 (Local Council Documents and Records)
Paid invoices, credit notes, VAT Records	6 years (20 years for rent)		HMRC Guidelines (VAT Notices & Limitation Act 1980)
Miscellaneous			
Community magazines or newsletters Permanent Permanent one copy of every issue			
Press-cuttings books	Permanent	Permanent	but this does not imply that clerks have a duty to compile these
Photographs	Permanent	Permanent	but remember that photographs need to be identified and dated to be useful in the future
Records of other / predecessor bodies			
Records of other bodies such as a burial board, charity, fire brigade, Home Guard unit, local society or ad hoc committee	Permanent	Permanent	
Any records dating from before 1894 now held by the town or parish council or parish meeting	Permanent	Permanent	

Personnel			
Staff employment contracts	5 years after cessation		Limitation Act 1980
Wages books / payroll	12 years (6 years current plus 6 years after the last entry)		HMRC Guidelines
Staff records	12 years (6 years current plus 6 years after the last entry)		HMRC Guidelines

This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

- Local Council Administration, Charles Arnold-Baker, 12th edition, Chapter 11
- NALC LTN 40 – Local Councils’ Documents and Records, January 2013

Review Date: 28 May 2026

Minute Reference: 13