



# Barrowby Parish Council

Email: [clerk@barrowbyparishcouncil.gov.uk](mailto:clerk@barrowbyparishcouncil.gov.uk)

Address: Reading Room, Church Street, Barrowby, NG32 1BX

Website: <https://barrowby.parish.lincolnshire.gov.uk>

## Records Retention Schedule

### Document control

- **Owner:** Assistant Clerk
- **Responsible officer:** Clerk / Proper Officer
- **Adopted:** 11.05.2026 (Minute ref: 8e [26/008])
- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes
- **Next review due:** January-March 2027 at Full Council for formal adoption at Parish Council May 2027

### 1. Purpose

This Records Retention Schedule sets out how long Barrowby Parish Council normally retains records, the reasons for retention, and the action to be taken when the retention period expires.

It supports compliance with the UK GDPR, Data Protection Act 2018, FOIA, EIR and good records management practice. A good information management framework helps public authorities comply with FOIA, and the section 46 Code of Practice emphasises structured records management, retention and disposal.

### 2. Scope

This Schedule applies to records held by the Council in any format, including paper files, emails, scanned documents, photographs, spreadsheets, databases, audio/video, website submissions and CCTV.

### 3. General principles

3.1 Records must not be kept longer than necessary unless they are required:

- for a continuing legal, audit, insurance, governance or operational reason; or
- for permanent archive because they have enduring administrative, evidential or historic value.

3.2 If information is subject to a live FOI/EIR request, subject access request, complaint, audit, insurance matter, safeguarding issue, grievance, legal claim or investigation, destruction must be suspended until the matter is concluded and any

relevant review or appeal period has passed. The ICO specifically warns against altering, deleting or disposing of information to prevent disclosure.

3.3 At the end of the retention period, records must be securely destroyed, deleted, anonymised, or archived as appropriate.

3.4 This Schedule sets normal retention periods. The Council may retain records longer where this is lawful and justified.

## 4. Retention schedule

### A. Corporate governance and constitutional records

Record type	Retention period	Trigger	Action
Council, committee and sub-committee minutes	Permanent	Date of meeting	Archive permanently
Signed minute books	Permanent	Date signed	Archive permanently
Agendas and agenda papers	Permanent where part of formal record; otherwise review after 6 years	Date of meeting	Archive or destroy
Standing Orders	Permanent archive of superseded versions	Date superseded	Archive one master copy
Financial Regulations	Permanent archive of superseded versions	Date superseded	Archive one master copy
Scheme of Delegation	Permanent archive of superseded versions	Date superseded	Archive one master copy
Terms of Reference	Permanent archive of superseded versions	Date superseded	Archive one master copy
Adopted policies and procedures	Current version plus 6 years after superseded	Date superseded	Archive one master copy; destroy working copies
Councillor declarations of acceptance of office	6 years after leaving office	End of office	Secure destruction
Register of Members' Interests copy held by Council	Current term plus 6 years	End of term / replacement	Secure destruction
Councillor internal contact lists	Review annually	Annual review	Update or delete

## B. Administrative correspondence and complaints

Record type	Retention period	Trigger	Action
Routine administrative correspondence and enquiries	2 years	Last action	Secure destruction
Significant correspondence relating to policy, land, projects, disputes, insurance or legal matters	6 years, or longer if needed	Last action	Review for archive or destroy
Complaints files	6 years after closure	Complaint closed	Secure destruction
Compliments / general feedback	2 years	Last action	Delete
Transitory records and duplicates	As soon as no longer needed	N/A	Delete

## C. FOI, EIR and data protection

Record type	Retention period	Trigger	Action
FOI / EIR request log	6 years	Closure	Retain or archive summary
FOI / EIR case files	3 years after closure	Closure	Secure destruction
Internal review files	3 years after closure	Closure	Secure destruction
Disclosure log entries	6 years minimum	Date of entry	Retain and review
Subject access requests and responses	3 years after closure	Closure	Secure destruction
Data breaches and security incident records	6 years after closure	Closure	Secure destruction
ICO complaint/case records	6 years after closure	Closure	Secure destruction

## D. Financial and audit records

<b>Record type</b>	<b>Retention period</b>	<b>Trigger</b>	<b>Action</b>
AGAR, annual accounts and published accounting statements	Permanent	Financial year end	Archive permanently
Cashbooks, ledgers, journals, reconciliations	7 years	Financial year end	Secure destruction
Invoices, receipts, payment records	7 years	Financial year end	Secure destruction
VAT records	7 years	Financial year end	Secure destruction
Payroll records	7 years	End of tax year	Secure destruction
Bank statements and banking records	7 years	Financial year end	Secure destruction
Audit reports	Permanent for final reports	Report issued	Archive permanently
Audit working papers	6 years	Audit closure	Secure destruction
Insurance policies and claims files	6 years after expiry or settlement, longer where required	Closure	Review then destroy
Grant applications and grant monitoring records	6 years after project/grant closure unless grant terms require longer	Closure	Secure destruction

## E. Staffing and HR

Record type	Retention period	Trigger	Action
Staff employment records	6 years after end of employment	Employment ends	Secure destruction
Contracts of employment and variations	6 years after end of employment	Employment ends	Secure destruction
Recruitment records for unsuccessful applicants	6 months after recruitment closes	Recruitment completed	Secure destruction
Right to work records	Employment plus 2 years	Employment ends	Secure destruction
Absence, grievance, disciplinary and capability records	6 years after closure or end of employment	Closure / employment ends	Secure destruction
Training records	Employment plus 6 years	Employment ends	Secure destruction
Pension administration records held locally	7 years unless longer required	End of employment / year	Review then destroy

## F. Electoral records

Record type	Retention period	Trigger	Action
Restricted electoral roll copy	As directed by the Electoral Commission / Electoral Registration Officer	Replacement / no longer permitted to hold	Secure destruction
Election / co-option administration records	6 years	Process completed	Secure destruction

## G. Planning and consultations

Record type	Retention period	Trigger	Action
Planning applications and Council planning response files	6 years after application is finally determined, unless needed longer for appeal, enforcement or precedent	Final determination	Review then destroy
Planning representations and correspondence	6 years after final determination	Final determination	Review then destroy
Major development, strategic planning and neighbourhood plan records	Permanent or long-term archive review	Matter concluded	Archive/review
Other consultation responses	6 years	Final response	Review then destroy

## H. Allotments

Record type	Retention period	Trigger	Action
Allotment holder records	6 years after tenancy ends	Tenancy ends	Secure destruction
Allotment tenancy agreements	6 years after tenancy ends	Tenancy ends	Secure destruction
Waiting list records	Review annually and remove when no longer needed	Annual review / allocation	Delete
Allotment rent/payment records	7 years	Financial year end / tenancy end	Secure destruction
Breach, inspection and allotment dispute files	6 years after closure	Closure	Secure destruction

## I. Burial ground / cemetery

Record type	Retention period	Trigger	Action
Cemetery / burial registers	Permanent	Creation	Archive permanently
Exclusive Right of Burial records	Permanent	Creation	Archive permanently
Interment records	Permanent	Creation	Archive permanently
Memorial permit and register records	Permanent	Creation	Archive permanently
Cemetery correspondence of continuing legal or historic value	Permanent or review after 12 years	Closure	Archive/review
Routine cemetery correspondence	6 years	Last action	Secure destruction

## J. Website, communications and newsletters

Record type	Retention period	Trigger	Action
Website contact form submissions	6 months unless moved into a live case file	Receipt / closure	Delete
Newsletter distribution list	Until unsubscribed or inactive	Unsubscribe / inactivity review	Delete
Event photographs used with consent	Keep while in active use, then review every 3 years	End of active use	Delete or archive if historic
Social media enquiries and direct messages	2 years unless moved into another file	Last action	Delete
Published news items and notices	Review every 3 years; archive items with historic value	Review date	Archive/delete

## K. Councillor data

Record type	Retention period	Trigger	Action
Councillor contact details	Reviewed annually	Annual review / end of office	Update or delete
Published councillor contact information	Current term and current version only, subject to legal/public task need	End of office / update	Remove/update
Gifts and hospitality records where maintained	Current term plus 6 years	End of term	Secure destruction

## L. CCTV

Record type	Retention period	Trigger	Action
Routine CCTV footage	28 days unless needed for an incident, complaint, crime report, insurance claim or legal proceedings	Date of recording	Automatic overwrite/delete
CCTV footage retained for an incident	Until case/incident concludes, then review	Closure	Secure deletion
CCTV access / disclosure log	3 years	Date of entry	Secure destruction
CCTV maintenance/testing records	3 years	Date of record	Secure destruction

## M. Safeguarding, incidents and welfare records

Record type	Retention period	Trigger	Action
Safeguarding concern records	6 years after closure, or longer if advised by safeguarding authority or linked to legal/employment proceedings	Closure	Secure destruction
Accident / incident / near miss reports	6 years after closure, longer if claim risk remains	Closure	Review then destroy
Welfare concern records	6 years after closure or end of employment, as appropriate	Closure / employment ends	Secure destruction

## **5. Disposal and archiving**

Paper records due for destruction must be shredded or disposed of through confidential waste. Electronic records must be securely deleted from live systems and local storage, with deletion from backups taking place in line with system cycles where appropriate.

Records with enduring legal, evidential or historic value should be archived rather than destroyed. That especially includes minutes, formal policies, burial records, land documents, major planning files and annual accounts. Good records management and ordered retention/disposal arrangements are part of FOIA compliance.

## **6. Roles and responsibilities**

The Assistant Clerk is responsible for day-to-day administration of this Schedule as the Council's lead officer for data protection, with oversight from the Clerk / Proper Officer. Councillors, staff and volunteers must not delete, destroy, conceal or alter Council records outside approved retention and disposal arrangements.

## **7. Review**

This Schedule will be reviewed at least annually and sooner if required by legislation, ICO guidance, audit recommendation, system changes or new Council services.