



Yarkhill Parish Council

Records Retention, Storage and Disposal Policy

Approved 07.05.2026

1. Introduction

Yarkhill Parish Council is committed to maintaining proper records management arrangements to ensure that documents are:

- properly stored and protected;
- retained for appropriate periods; and
- disposed of securely and lawfully.

This policy ensures compliance with relevant legislation and supports good governance, transparency and accountability.

2. Legislative Framework

This policy is guided by the following legislation and guidance:

- Local Government Act 1972
- Freedom of Information Act 2000
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Limitation Act 1980

The Council also has regard to guidance issued by the National Association of Local Councils and Society of Local Council Clerks.

3. Responsibilities

The Clerk & Responsible Financial Officer (RFO) is responsible for:

- maintaining the Council's records;
- ensuring secure storage (physical and electronic);
- determining appropriate retention periods; and
- arranging lawful disposal of records.

4. Storage of Records

- Current records will be stored securely, either electronically (password protected systems) or in locked cabinets.
- Archived records will be stored in a secure location with controlled access.
- Electronic records will be backed up regularly.
- Personal data will be handled in accordance with data protection legislation.

5. Retention of Records

The Council will retain records for as long as necessary to meet legal, financial and administrative requirements.

Typical retention periods include:

Record Type	Minimum Retention
Minutes and agendas	Permanent
Financial records (accounts, invoices, VAT)	6 years
Payroll records	6 years
Contracts and agreements	6 years after expiry
Insurance records	6 years
Personnel records	6 years after employment ends
Legal documents, deeds, and titles	Permanent

Retention periods are guided by the Limitation Act 1980 and sector best practice.

6. Disposal of Records

- Records will only be disposed of after the relevant retention period has expired.
- Disposal will be undertaken securely:
 - Paper records: shredded or confidential waste disposal
 - Electronic records: permanently deleted
- A record of disposal may be maintained where appropriate.

No records will be destroyed if:

- they are subject to a legal dispute;
- a Freedom of Information request has been received; or
- they are required for audit purposes.

7. Archiving

Records of historical importance (e.g. minutes, legal documents) will be retained permanently and may be deposited with a recognised archive service where appropriate.

8. Review

This policy will be reviewed periodically to ensure it remains up to date with legislation and best practice.

Review date: As required