

## Wilberfoss Parish Council

### Document Retention & Disposal Policy (Summary)

Wilberfoss Parish Council manages its records in line with the **Data Protection Act 2018, UK GDPR**, and all relevant local government legislation. The Council keeps information **only for as long as it is needed**, stores it securely, and disposes of it safely when it is no longer required.

#### What We Keep and For How Long

The Council uses the following retention principles:

##### Permanent Records

Some documents must be kept indefinitely because they have legal or historical value. These include:

- Signed minutes
- Annual accounts and AGARs
- Asset register

##### Medium-Term Records

Most administrative and financial documents are kept for **6 years**, including:

- Invoices, receipts, and bank records
- Payroll and pension information
- Contracts and maintenance records

##### Short-Term Records

Some information is only needed for a short period:

- Routine correspondence: **2 years**
- Agendas and reports: **5 years**
- Recruitment records: **1 year**

##### Allotments, Staffing & Other Functions

- Allotment tenancy agreements: **6 years after termination**
- Personnel files: **6 years after employment ends**
- Complaints: **3–6 years**, depending on seriousness

## **Secure Disposal**

When documents reach the end of their retention period, they are:

- **Shredded** (paper)
- **Securely deleted** (electronic)
- **Transferred to East Riding Archives** if they have long-term historical value

## **Review**

The policy is reviewed **every two years** or sooner if legislation changes.

For the full policy or any questions, please contact the Parish Clerk.