

Sunningdale Parish Council

Records Management

Record Retention and Disposal Schedule 2018

Change History

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SUNNINGDALE PARISH COUNCIL

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Retention Schedule

Description	Retention Action	Examples of Records	Notes	Processing Purpose
1 Democratic Processes				
Elections				
Parish/Town Council Elections	Destroy after 2 years Destroy after 12 months (Statutory)	<ul style="list-style-type: none"> Returns and Declarations as to Election expenses All material except Declarations and Expenses 	Held by Clerk	Legal obligation
Results	Destroy 6 months from date of election (Statutory)	<ul style="list-style-type: none"> Declaration of results (local elections only) 		Legal obligation
Council & Committee Meetings				
Council & Committee papers The process of preparing business for Council or Committee consideration and making the record of discussion, debate and resolutions.	Substantive records - permanent. Transfer to Berkshire Records Office after 5 years. Must be available for public inspection (except Part II). Background papers - 5 years.	<ul style="list-style-type: none"> Minutes Agendas Committee Papers and Reports (including Part II items) Decision Record Notices Background Papers 	Held electronically and in hard copy by Clerk Also available on internet	Legal obligation
Minute taking	Destroy after date of confirmation/approval of minutes	<ul style="list-style-type: none"> Draft/rough minute Notes/audio tapes 		Legal obligation
Register of Member's interests	Retain for six years.	<ul style="list-style-type: none"> Signed register or signed forms 	May be offered to Record Office as historical record	Legal obligation
Register of Disclosures and General Notices by Members	Retain for six years. Pass to Record Office for consideration	<ul style="list-style-type: none"> Formal Register of disclosures. Not memos or emails containing original information 	May be offered to Record Office as historical record	Legal obligation
Declaration of Acceptance of Office	Retain for six years. Pass to Record Office for consideration	<ul style="list-style-type: none"> Formal signed Declarations 	May be offered to Record Office as historical record	Legal obligation

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Description	Retention Action	Examples of Records	Notes	Processing Purpose
Partnership, Agency and External Meetings				
<p>Partnership internal processes</p> <p>The process of preparing business for partnership and agency consideration and making the record of discussion, debate and resolutions, where the council legally owns the record.</p>	<p>As for Council and Committee Meetings</p> <p>(Permanent for substantive record, 5 years for background papers)</p>	<ul style="list-style-type: none"> • Documents establishing the Committee • Agendas • Minutes • Council Reports • Recommendations • Supporting documents such as Council briefing and discussion papers 		<p>Legal obligation</p>
Political Parties Papers				
<p>Political Parties Papers</p> <p>Process of undertaking representation</p>	<p>Destroy three years after last action</p>	<ul style="list-style-type: none"> • Leader of opposition papers • Leader of Council papers 		<p>Legal obligations</p>

2 Management and Administration				
Description	Retention Action	Examples of Records	Notes	Processing Purpose

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Corporate Planning & Reporting				
<p>Corporate Planning & Reporting</p> <p>The corporate planning and reporting activities of Local Authorities</p>	<ul style="list-style-type: none"> ▪ Permanent. Archive after 7 years ▪ Permanent. Archive after 2 years 	<ul style="list-style-type: none"> ▪ Corporate Plans ▪ Strategy Plans ▪ Business Plans ▪ Service Plans ▪ Budget Plans 	<p>Retain until archived at Berkshire Records Office</p> <p>Local Government Act 1972</p> <p>Retain until archived at Berkshire Records Office</p>	<p>Legal obligation</p>
Statutory Returns				
<p>Statutory returns</p> <p>The process of preparing information to be passed on to central government as part of statutory requirements</p>	<ul style="list-style-type: none"> ▪ Archive hard copy after 3 years. Destroy 7 years from closure. ▪ Retain electronic version 	<ul style="list-style-type: none"> ▪ 	<p>Retain until archived at Berkshire Records Office</p> <p>Local Government Act 1972: Sch 225 & 228 Dependent on statute under which information is collected</p>	<p>Legal obligation</p>
Policy, Procedures, Strategy and Structure				
<p>Development processes</p> <p>Activities that develop policies and procedures, for the Council</p>	<ul style="list-style-type: none"> ▪ Hard copy - permanent. Electronic – up-to-date version 	<ul style="list-style-type: none"> ▪ Constitution ▪ Policy, Procedure, Precedent,) Instructions) ▪ Records relating to Policy) Implementation and Development) 	<p>Local Government Act 2000</p> <p>Common practice</p>	
Public Consultation				
<p>Consultation processes</p> <p>The process of consulting the public and staff, where appropriate, in the development of significant or minor policies of the local authority</p>	<p>Destroy five years from closure</p>	<ul style="list-style-type: none"> • Results of public consultation exercises • Results of employee consultation exercises 	<p>Common practice</p>	<p>Legal obligation</p>

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Description	Retention Action	Examples of Records	Notes	Processing Purpose
Information Management				
<p>Information Management processes</p> <p>The activity whereby standards, authorities, restraints and verifications are introduced and maintained to manage information effectively.</p>	Until superceded	<ul style="list-style-type: none"> Records Management Schemes Authorised Lists of File Headings 	Common practice	
<p>Management of archived records</p> <p>The management of collections of records transferred to the archives</p>	<p>Current edition retained. Earlier versions archived for reference only (single copy)</p> <p>Permanent. Administrative use</p>	<ul style="list-style-type: none"> Record Retention Policy Accession registers and file indexes for records 	Common practice	
<p>Record of disposal/destruction of records</p> <p>The process which records the disposal of records</p>	Destroy 12 years after last action	<ul style="list-style-type: none"> Indexes Disposal certificates Includes destruction of hard drives, memory sticks, CD's etc 	Common practice based on Limitation Act	
<p>Monitoring of access to information</p>	Destroy three years after last action	<ul style="list-style-type: none"> Data Protection requests Freedom of Information Requests ICO complaints DP breaches 	Retain longer if any legal case or complaint in relation to individual making request is ongoing	Legal obligation
Business Contingency Plans				
<p>Business Contingency Plans</p>	Retain for seven years in archive	<ul style="list-style-type: none"> Contingency plans Minutes of meetings 	Retain indefinitely until superceded, when these should be archived and retained for seven years	
<p>Disaster Recovery Plans</p>	Retain for seven years in archive	<ul style="list-style-type: none"> Recovery plans Minutes of meetings 	Retain indefinitely until superceded, when these should be archived and retained for seven years	

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Description	Retention Action	Examples of Records	Notes	Processing Purpose
Enquiries and Complaints				
<i>Management of enquiries and complaints</i> The management in summary form of enquiries and complaints directed to council.	For 3 years from last action	<ul style="list-style-type: none"> • Indexes/databases 		Legal obligation
<i>Management of enquiries and complaints resulting in policy changes</i> The management of enquiries, submissions and complaints which result in changes to Council policy or procedures	For five years from last action	<ul style="list-style-type: none"> • Correspondence • Reports • Returns 		Legal obligation
<i>Management of detailed responses</i> The management of detailed responses on Council actions, policy or procedures	Stage 1 and 2 - Destroy 3 years from last action	<ul style="list-style-type: none"> • Correspondence 	Keep confidentially	Legal obligation
<i>Management of routine responses</i> The management of routine responses on Council actions, policy or procedures	Destroy 2 years from last action unless other statutory limit applies	<ul style="list-style-type: none"> • Correspondence 		Legal obligation
<i>Publicity about complaints procedures</i>	Destroy when superceded	<ul style="list-style-type: none"> • Leaflets 		

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Description	Retention Action	Examples of Records	Notes	Processing Purpose
Public Relations				
Publications The published work of the local authority	Kept permanently	<ul style="list-style-type: none"> ▪ Leaflets/Posters/ Brochures ▪ Stationery ▪ Books 		
Media Relations				
Process of interaction with the media	Hard copies – destroy 3 years from closure.	<ul style="list-style-type: none"> ▪ Media enquiry record forms 		Public interest
Media publications concerning local authority	6 months (RMS recommended – permanent archive)	<ul style="list-style-type: none"> ▪ Local newspapers ▪ Press cuttings 		Public interest
Civic and Royal Events				
Recording of ceremonial events and civic occasions	Retained until end of term of office of Chairman of Council	<ul style="list-style-type: none"> ▪ Photographs ▪ Newspaper Clippings ▪ Visitors Books 		Public interest
Organisation of a ceremonial event or civic occasion	Destroy 2 years after administrative use is concluded			Public interest

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Health & Safety Management				
Description	Retention Action	Examples of Records	Notes	Processing Purpose
<i>Equipment Safety Check</i>		<ul style="list-style-type: none"> ▪ First Aid boxes 		
<i>Risk Assessments</i>	Annually reviewed	<ul style="list-style-type: none"> ▪ Activity building/security COSHH 	AALA annual inspection Health and Safety	
<i>Facility Inspection Records/Check Lists</i>	2 years	<ul style="list-style-type: none"> ▪ Annual/monthly checks 	In building	
<i>Fire equipment checks</i>	Until superceded	<ul style="list-style-type: none"> ▪ Annual 	In building	
<i>Accident Report Forms/Reports</i>	In accident book and electronically– Retained for 21 years	<ul style="list-style-type: none"> ▪ Accident books ▪ Written reports/letters 		Legal obligation

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Description	Retention Action	Examples of Records	Notes	Processing Purpose
3 Legal and Contracts				
Litigation				
Litigation Managing, undertaking or defending for or against litigation on behalf of the council	Destroy 7 years after last action	<ul style="list-style-type: none"> Case files Prosecutions Appeals 	Held in confidential files by clerk	Legal obligation
Agreements				
Agreements Process of agreeing terms between organisations (Not contractual agreements)	Destroy 6 years after agreement expires or is terminated	<ul style="list-style-type: none"> Concordat 	Common practice – dependent on value of agreement. Mainly agreements between public bodies – not in regard to contracts	Legal obligation
Conveyance				
See also Property Acquisition and Disposal (6)				
Conveyance Process of changing ownership or land or property	Retain for 12 years after interest in property ceases, then destroy	<ul style="list-style-type: none"> Conveyancing files 	Held by Clerk	Legal obligation

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Description	Retention Action	Examples of Records	Notes	Processing Purpose
Contracts and Tendering				
Pre contract advice				
<i>Pre contract advice</i>	Destroy 2 years after contract let or not preceded with	Expressions of interest	Held by Clerk	Legal obligation
Pre-Qualification of Suppliers				
<i>Supplier expressions of interest and pre-qualification questionnaire responses</i> Process involved pre-qualification process for contracts	For approved suppliers – Retain as for <u>Ordinary Contracts</u> destroy after 6years from expiry or <u>Contracts under seal</u> destroy 12 years after terms of contract have expired For unapproved suppliers destroy after one year	Supplier expressions of interest Pre-qualification questionnaires Supporting supplier documents Pre-qualification questionnaire assessments	As above	Legal obligation
Specification and contract development				
<i>Specification and contract development</i> Process involved in the development and specification of a contract	<u>Ordinary Contracts</u> destroy after 6 from expiry <u>Contracts under seal</u> destroy 12 years after terms of contract have expired	Tender specification Tender Documents Quotations Signed contract	As above	Legal obligation
Tender issuing and return				
<i>Tender issuing and return</i> Process involved in issuing and return of a contract	Destroy one year after start of contract	<ul style="list-style-type: none"> Opening notice Tender envelope 	As above	Legal obligation
Tender evaluation				
<i>Tender evaluation</i>	Destroy 1 year after start of contract	<ul style="list-style-type: none"> Evaluation criteria 	As above	Legal obligation
<i>Successful tender document</i>	<u>Ordinary contracts</u> destroy 6 years after contract expired <u>Contracts under seal</u> destroy 12 years after contract expired	Tender documents Quotations	As above	Legal obligation

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Description	Retention Action	Examples of Records	Notes	Processing Purpose
Unsuccessful tender documents	Destroy 2 years after contract not proceeded with	Tender documents Quotations	As above	Legal obligation
Post tender negotiation				
Post tender negotiation	<u>Ordinary contracts</u> destroy 6 years after contract expired <u>Contracts under seal</u> destroy 12 years after contract expired	Clarification of contract Minutes	As above	Legal obligation
Awarding of contract				
Awarding of contract	<u>Ordinary contracts</u> destroy 6 years after contract expired <u>Contracts under seal</u> destroy 12 years after contract expired	Signed contract	As above	Legal obligation
Contract management				
Contract operation & monitoring	Destroy 2 years after terms of contract expired	SLA Compliance & performance reports	As above	Legal obligation
Management and amendment of contract	<u>Ordinary contracts</u> destroy 6 years after contract expired <u>Contracts under seal</u> destroy 12 years after contract expired	Minutes/note of meetings Changes to requirements Variation forms Extension of contract Complaints Disputes on payment	As above	Legal obligation
Legal Records & Documents				
Miscellaneous Legal Records	Destroy 20 years after last action	•		Legal obligation

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Description	Retention Action	Examples of Records	Notes	Processing Purpose
4 Human Resources				
Personnel administration				
Administration of employees The process of administering employees to ensure that entitlements and obligations are in accordance with agreed employment requirements	Duration of employment plus seven years	CV's and interview notes Application forms Letter of appointment Letter of acceptance Job description Personal particulars Educational qualifications Employment contracts Exit interviews	Held in Clerks files during duration of employment, then indexed and filed in archive until destroyed.	Contract and Legal obligation
Administration of employees – subsidiary monitoring Process of monitoring staff leave and attendance	Destroy 2 years after action completed	Sick leave Jury Service Training records Leave applications Annual leave	As above	Legal obligation
Superannuation records	Destroy 6 years from date of last pension payment	Superannuation records	As above	Legal obligation
References provided for ex - employees References given/information to enable reference to be provided	5 years from reference/end of employment		Filed confidentially	Legal obligation
General Staff Administration				
General filing General filing not otherwise covered by Council policy or legislation	Retain for three years, review, and destroy unless otherwise advised	•		Legal obligation

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Description	Retention Action	Examples of Records	Notes	Processing Purpose
Employee and Industrial Relations				
Disciplinary grievances (where proved) Processing of disciplinary and grievances where proved	Oral warning – 6 months Written warning – 1 year Remove and destroy after relevant time is 'spent' Warnings involving children – placed on personal file permanently	<ul style="list-style-type: none"> Disciplinary Grievance 		Legal obligation
Disciplinary grievances (where unfounded or later disproved)	Destroy immediately grievance is found to be unfounded, or after successful appeal	<ul style="list-style-type: none"> Disciplinary Grievance 		Legal obligation
Equal Employment Opportunities				
Equal Employment Opportunities The process of investigation and reporting on specific cases to ensure entitlements and obligations are in accordance with agreed Equal Employment Opportunities guidelines and policies	Destroy 5 years after action completed	<ul style="list-style-type: none"> Confidential equalities files re disability, gender, ethnicity etc. 	To be held confidentially	Legal obligation
Equal Opportunities Monitoring Process of monitoring general equal opportunities processes (employment of people with disabilities, gender representation, ethnic representation)	Destroy 5 years after action completed	<ul style="list-style-type: none"> Monitoring forms from job applications 	Anonymised data	
Occupational Health				
Occupational health records The process of checking and ensuring the health of staff	Records relating to accident or injury at work – 12 years Other records – as relevant to circumstances for which these were collected	<ul style="list-style-type: none"> Health questionnaire Medical clearances Adjustment to workplace Restrictions Recommendations 	To be held confidentially See Employment Records Code Part 4 issued by the Information Commissioner	Legal obligation

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Description	Retention Action	Examples of Records	Notes	Processing Purpose
Recruitment				
<i>Recruitment records for un-shortlisted applicants</i> The selection of an individual for an established position. Records where application not short-listed	4 months from date applicant informed not short-listed	<ul style="list-style-type: none"> Completed job application forms CVs Internal notes Adverts Referee reports 	Confidential files	Legal obligation
<i>Recruitment records for shortlisted applicants</i> The selection of an individual for an established position. Records where applicants short-listed but unsuccessful	4 months from date applicant informed of the appointment decision	<ul style="list-style-type: none"> Completed job application forms CVs Internal notes Interview records 	Confidential files	Legal obligation
Staff Retention				
<i>Financial reward</i>	Destroy 7 years after action completed	<ul style="list-style-type: none"> Letters or supporting documents for one off honoraria Work related bonuses 	All records relating to actual payments are dealt with under Accounts and Auditing Section 7	Legal obligation
Termination				
<i>Termination of employment</i> Process of termination of employment through voluntary redundancy, dismissal and retirement	If a pension is paid records should be destroyed 6 years after last payment of pension. Otherwise destroy six years after last action.	<ul style="list-style-type: none"> Resignation Redundancy (Section 188) Dismissal Death Retirement 		Legal obligation
Training and Development				
<i>Routine staff and councillor training</i> Routine staff training processes, not statutory	2 years after action completed	<ul style="list-style-type: none"> Course individual staff assessment 		Legal obligation
<i>Training materials</i>	Destroy 1 year after course is superseded	<ul style="list-style-type: none"> Powerpoint presentations Handouts Course notes 		

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Description	Retention Action	Examples of Records	Notes	Processing Purpose
5 Accounts and Auditing				
Reporting				
<p>Consolidated annual financial reports</p> <p>The process that consolidates financial transactions on an annual basis for corporate reporting purposes</p>	Permanent - Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Consolidated annual reports • Consolidated financial statements • Statement of financial position • Operating statements 		
<p>Consolidated periodic financial reports</p> <p>The process that supports and consolidates financial transactions on a periodic (less than annual) basis, superseding those from the previous period. Excludes journals and subsidiary ledgers and cash books.</p>	Destroy when administrative use is concluded	<ul style="list-style-type: none"> • Consolidated monthly and quarterly reports • Consolidated monthly and quarterly statements • Working papers to prepare the above • Monthly accrual statements • Cashflow statements • Creditor listings and reports • Debtor listings and reports • Auditors reports 		Legal obligation
Financial Transactions Management				
<p>Approvals management</p> <p>Management of the approvals process for purchase, including investigations</p>	Destroy 7 years after the end of the financial year in which the records were created	<ul style="list-style-type: none"> • Appointments and delegations • Audit investigations • Arrangements for the provision of goods and/or services 	Statutory (Limitations Act)	Legal obligation

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Description	Retention Action	Examples of Records	Notes	Processing Purpose
Financial Transactions Management				
<i>Receipt, expenditure and write-off of public monies</i> Identification of the receipt, expenditure and write-offs of public monies. Includes ordering and stock documentation. Inclusive of:	Destroy 6 years after conclusion of financial transaction that the record supports	<ul style="list-style-type: none"> • Official order books • Delivery notes • Allowances • Work orders • Invoices • Annual subsidiary ledgers & journals • Imprest paying in book • Unpresented cheque lists 	Statutory. Period may be reduced with agreement of Custom and Excise and/or the Inland Revenue	Legal obligation
<i>Balance and reconciliation of financial accounts</i>	Destroy 2 years after administrative use is concluded	<ul style="list-style-type: none"> • Reconciliation • Summaries of accounts 	Common practice	
<i>List of Authorised Signatories</i>	Destroy 1 year after audit			Legal obligation
Payroll				
<i>Accountable processes relating to payment of employees</i>	Destroy 7 years after conclusion of financial transaction that record supports	<ul style="list-style-type: none"> • Authority sheets • Payroll deduction authorities • Payroll disbursement • Employee pay records • Employee taxation records • Overtime sheets • Timesheets • Expenses 	Statutory	Legal obligation

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Description	Retention Action	Examples of Records	Notes	Processing Purpose
Financial Provisions: Budgets and Estimates				
<i>Finalisation of annual budget</i> The process of finalising council's annual budget	Permanent - Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> Annual budget 	Common practice Only the final version of the annual budget needs to be kept	
<i>Development process for annual budget</i> The process of developing council's annual budget	Destroy 2 years after annual budget adopted by council	<ul style="list-style-type: none"> Draft budgets Departmental budgets Draft estimates 	Common practice	
<i>Reporting process of annual budget</i> The process of reporting which examines the budget in relation to actual revenue and expenditure	Destroy after following year's annual budget has been adopted by council	<ul style="list-style-type: none"> Quarterly statements 	Common practice	

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Description	Retention Action	Examples of Records	Notes	Processing Purpose
6 Property and Land Management				
Property and Land Management				
Building and maintenance files	Retain for 12 years, then destroy		Common practice	
Process of maintaining plant and equipment	Destroy 7 years after sale or disposal of asset	<ul style="list-style-type: none"> • Service records • Plant files 	Common practice	
Abstracts of title	Retain for 12 years after interest in the property ceases, then destroy		Commercial / statute of limitations	Legal obligation
Agreements with architects and builders	Retain for 6 years after interest in property ceases, then destroy		Commercial / statute of limitations	Legal obligation
Property Acquisition and Disposal				
See also Conveyance (3)				
Management of the acquisition (real property) Management of the acquisition (by financial lease or purchase) process for real property	Retain for 12 years after interest in property ceases, then destroy RMS advisory – offer significant material to archivist for review	<ul style="list-style-type: none"> • Leases • Plans 	Commercial / statute of limitations	Legal obligation
Management of the disposal (real property) Management of the disposal (by sale or write off) process for real property	Destroy 15 years after all obligations/entitlements are concluded RMS advisory – offer material re significant/major properties to archivist for review	<ul style="list-style-type: none"> • Legal documents relating to the sale • Particulars of sale documents • Board of Survey • Tender documents • Conditions of contract 	Common practice	Legal obligation

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Description	Retention Action	Examples of Records	Notes	Processing Purpose
Property Development and Renovation				
Property development and renovation Process of managing and undertaking renovations and development of property				
Management of buildings and estates of 'special interest'	Permanent - Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> • Project specifications • Plans • Installation manuals • Certificates of approval 		
Management of all other buildings and estates	RMS advisory – retain for life of property or building	<ul style="list-style-type: none"> • Project specifications • Plans • Installation manuals • Certificates of approval 		
Abstracts of title	12 years after interest in property ceases		Destroy after 12yrs. Commercial/statute of limitations	Legal obligation
Agreements with architects and builders	6 years after interest in property ceases		Destroy after 6yrs. Commercial/statute of limitations	Legal obligation
Renovation or development process	Destroy seven years after the conclusion of the transaction that the record supports	<ul style="list-style-type: none"> • Work orders • Tender documents • Conditions of contracts 	See also: Legal and Contracts Section 3	
Land certificates	12 years after interest in property ceases		Destroy after 12yrs. Commercial/statute of limitations	

Sunningdale Parish Council Record Retention Schedule 2018

Description	Retention Action	Examples of Records	Notes	Processing Purpose
Insurance: Policy Management				
Management of insurance arrangements Summary management of insurance arrangements	Permanent - Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> Insurance register 		
Insurance process Process of insuring local authority officers, property, equipment against negligence, loss or damage	Destroy 7 years after terms of the policy have expired	<ul style="list-style-type: none"> Insurance policies Correspondence 		Legal obligation
Renewal process Process of renewing insurance policies	Destroy 5 years after the insurance policy has been renewed	<ul style="list-style-type: none"> Insurance policy renewal records Correspondence 		
Insurance: Claims Management				
Recording claims The process that records claims against the council	Destroy 7 years after all obligations/entitlements are concluded (allowing for the claimant to reach 25 years of age)	<ul style="list-style-type: none"> Claims records Correspondence 		Legal obligation

Sunningdale Parish Council Record Retention Schedule 2018

Description	Retention Action	Examples of Records	Notes	Processing Purpose
7 General Public Services				
Health and Safety				
H&S Inspections and Assessments				
Inspection Process of inspecting equipment to ensure it is safe	Destroy 6 years from destruction of equipment	<ul style="list-style-type: none"> Equipment inspection records Fire equipment maintenance 	Statutory	
Monitoring Process of carrying out monitoring to ensure that the process is safe	Destroy 3 years from last action	<ul style="list-style-type: none"> Monitoring results Fire safety checks Fire alarm tests Fire drills / practice Statement of procedure to be followed in the event of a fire 	Statutory See also Registration, Certification and Licensing in (9)	
Asbestos monitoring Process of carrying out monitoring of areas where employees and persons are likely to have come into contact with asbestos	Destroy 40 years from last action	<ul style="list-style-type: none"> Property asbestos files 	Common practice based on Statute	
Safe systems Process to ensure safe systems of work	Retain until superseded or process ceases plus 1 year	<ul style="list-style-type: none"> Health and Safety procedures and guidance Memos 	Common practice	
Risk assessment Process to assess the level of risk	Destroy 3 years from last assessment	<ul style="list-style-type: none"> Risk assessment 	Statutory	
Injury records: adults Process that records injuries to adults	Destroy 3 years from closure	<ul style="list-style-type: none"> Accident books 	Statutory	Legal obligation

Sunningdale Parish Council Record Retention Schedule 2018

Description	Retention Action	Examples of Records	Notes	Processing Purpose
Emergency Planning				
Emergency/Disaster Plan Process to develop the Emergency/Disaster Plan for the local community	Permanent - Transfer to place of deposit after superseded	<ul style="list-style-type: none"> Major Incident Plan Recovery/contingency plans Individual service plans 	Contingency/disaster plans should be destroyed/archived when superseded by a new version, after it has been published and acknowledged by the organisation.	
Emergency/Disaster Plan Test Records Process of recording the results of the test of the Emergency/Disaster Plan for the local community	Destroy 10 years after closure	<ul style="list-style-type: none"> Annual joint authority exercise reports 		
Major Incident				
Major incident reports Activities that report on all major incidents in the local community, whether the emergency plan has been invoked or not	Permanent - Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> Reports to Council or Committee Leaflets Newspaper cuttings External reports Minutes of meetings 	Preserve all related documents on the incident as a single unit permanently. Include current Disaster Plan at the time of the incident as relevant document	Legal obligation
Minor incident reports Activities that report on all minor incidents in the local community	Destroy 7 years after closure	<ul style="list-style-type: none"> Reports (internal or external) Minutes of meetings 	Preserve all related documents on the incident as a single unit for seven years.	Legal obligation

Sunningdale Parish Council Record Retention Schedule 2018

Description	Retention Action	Examples of Records	Notes	Processing Purpose
Allotments				
Duty to provide allotments Power to let grazing rights	Retain agreements with, and register of allotment holders while current. Delete when superceded. Financial information – 6 years plus current year	<ul style="list-style-type: none"> Allotment leases/agreements Grazing rights, leases /agreements Maintenance records 	Small Holdings and Allotments Act 1908 ss. 23,26 & 42	Legal obligation
Baths & Washhouses				
Power to provide public baths & wash-houses	As property records (see S6)	<ul style="list-style-type: none"> Maintenance records etc. 	Public Health Act 1936 ss221, 222, 223 & 227	
Bye-Laws				
Creation of bye- laws The process of making local laws	Permanent - Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> Master set of byelaws Policy development documents Correspondence Submissions Consultations 	Common practice Public Health Act 1875 s164; Road Traffic Regulations Act 1984 s57; Public Health Act 1936 s223; Open Spaces Act 1906 s15	
Administration and enforcement of bye-laws	Destroy 2 years after certificate has expired or penalty payment has been made or the matter has been finished or correspondence on the matter has ceased	<ul style="list-style-type: none"> Application and certificates Permits Licences Infringement notices (parking) Correspondence 		
Burial Grounds, Cemeteries and Crematoria				
Management of burials Summary management systems that record the location of burials and identity of deceased individuals	Permanent - Transfer to place of deposit after administrative use is concluded Maintenance records – until superceded	<ul style="list-style-type: none"> Register of interments Cemetery register Cemetery plans Green burials registers Memorial and monument maintenance records 	Cemeteries and Crematoria run by Town/Parish Councils Green burial sites may apply Open Spaces Act 1906 ss9 &10; Local Government Act 1972 s214; Parish Councils and Burial Authorities (Misc Provisions) Act 1970 s1;	Legal obligation
Regulation of burials and cremations Process of regulation of burials and cremations	Destroy 5 years after last action	<ul style="list-style-type: none"> Permits Applications Orders 	Retain details of leaseholder of plot for period of lease	Legal obligation

Sunningdale Parish Council Record Retention Schedule 2018

Description	Retention Action	Examples of Records	Notes	Processing Purpose
Public clocks				
<i>Power to provide public clocks</i>	As property records (see S6) Historic archive - permanent	<ul style="list-style-type: none"> Provision and maintenance records for public clocks Records of donors 	Parish Councils Act 1957 s2	Legal obligation
Closed churchyards				
<i>Powers to maintain closed churchyards</i>	Permanent - Transfer to place of deposit after administrative use is concluded Maintenance records – until superseded	<ul style="list-style-type: none"> Register of interments Cemetery register Cemetery plans Green burials registers Memorial and monument maintenance records 	Local Government Act 1972 s215 Retain details of leaseholder of plot for period of lease	Legal obligation
Common pastures				
<i>Powers in relation to providing common pasture</i>	Retain leaseholding agreements while current, delete when superseded Financial information – 6 years plus current year	<ul style="list-style-type: none"> Leaseholding agreements Financial information 	Small Holdings and Allotments Act 1908 s34	Legal obligation
Conference facilities				
<i>Power to provide and encourage the use of conference facilities</i>	Six years plus current year Maintenance records – as property (see S6)	<ul style="list-style-type: none"> Hall and conference hire agreements Maintenance records 	Local Government Act 1972 s144	Legal obligation
Community Centres				
<i>Power to provide and equip buildings for use of clubs</i>	Six years plus current year Maintenance records – as property (see S6)	<ul style="list-style-type: none"> Community centre facility agreements Maintenance records 	Local Government (Misc Provisions) Act 1976 s19	Legal obligation
Crime Prevention				
<i>Powers to install and maintain CCTV</i>	Retain current record no longer than 30 days unless required for investigation	<ul style="list-style-type: none"> CCTV records 	Local Government and Rating Act 1997 s31	Public interest

Sunningdale Parish Council Record Retention Schedule 2018

Description	Retention Action	Examples of Records	Notes	Processing Purpose
Drainage				
<i>Power to deal with ponds and ditches</i>	Indefinitely (se also S11)	<ul style="list-style-type: none"> Maintenance records 	Public Health Act 1936 s260	
Entertainment & the Arts				
<i>Provision of entertainment and support of the Arts</i>	Historic archive – retain permanently Attendee lists – six months Invitation lists – as consent	<ul style="list-style-type: none"> Events documentation Attendee lists Invitation lists 	Local Government Act 1972 s145	Legal obligation Consent
Litter Bins				
<i>Provision of litter bins</i>	Until superceded	<ul style="list-style-type: none"> Provision and maintenance records 	Litter Act 1983 ss5, 6	
Open spaces				
<i>Power to acquire land and maintain it</i>	As property (see S6) Historic archive - permanent	<ul style="list-style-type: none"> Purchase records Maintenance records Donor records 	Public Health Act 1875 s164 Open Spaces Act 1906 ss 9 and 10	Consent
Public buildings and Village Halls				
<i>Power to provide buildings for public meetings and assemblies</i>	As property (see S6) Six years plus current year	<ul style="list-style-type: none"> Purchase records Maintenance records Hall hire agreements 	Local Government Act 1972	Legal obligation
Public conveniences				
<i>Power to provide public conveniences</i>	As property (see S6)	<ul style="list-style-type: none"> Purchase records Maintenance records 	Public Health Act 1936 s87	

Description	Retention Action	Examples of Records	Notes	Processing Purpose
Roadside Seat and Shelters				
<i>Power to provide roadside seats and shelters</i>	Until superceded Historic archive - permanent	<ul style="list-style-type: none"> • Provision and maintenance records • Donor records 	Highways Act 1980 s130	Consent
War Memorials				
<i>Power to maintain, repair, protect and alter war memorials</i>	As property records (see s6) Historic archive - Permanent	<ul style="list-style-type: none"> • Maintenance records • Register of those commemorated • Records of those commemorated 	War Memorials (Local Authorities Powers) Act 1923 s1 as extended by Local Government Act 1948 s 133	

Sunningdale Parish Council Record Retention Schedule 2018

Description	Retention Action	Examples of Records	Notes	Processing Purpose
10. Planning and Land Use				
Planning Scheme Development and Amendment				
Development process for plans The activity of developing a vision and strategic directions	Hold for period of Plan Records Management advisory - offer to Archivist at Berkshire Record Office when plan superseded	<ul style="list-style-type: none"> • Neighbourhood Development Plans • Parish Plans 		
Consultation The activity of consultation to gain approval of Local Plans	Permanent – offer to Archivist at Berkshire Record Office after 3 years	<ul style="list-style-type: none"> • Consultation documents and replies • Inquiries and objections made by members of the public • Public Inquiry documents 		
Countryside and Open Space Amenity Development and Management				
Countryside and open space amenity development The process of maintaining the countryside and developing open spaces for public amenity.	Permanent – transfer to place of deposit after administrative use concluded	<ul style="list-style-type: none"> • Land purchase agreements • Play areas and sports grounds 	Town and Country Planning Act 1990	
Parish paths Initiative	Destroy after ten years	<ul style="list-style-type: none"> • Parish records relating to work proposed and completed. 	Common practice	
Rights of Way	Permanent	<ul style="list-style-type: none"> • Parish record regarding rights of way 		

Description	Retention Action	Examples of Records	Notes	Processing Purpose
11. Infrastructure and Transport				
Planning and Development				
<i>Parish Roads Files</i>	21 years	<ul style="list-style-type: none"> Correspondence General Enquiries 		Legal obligation
Traffic Management				
<i>Traffic calming</i>		<ul style="list-style-type: none"> Record of contribution to traffic calming schemes 	Highways Act 1980, s.274A	
Parking The activity of planning and consulting on parking	Permanent - Transfer to place of deposit after administrative use concluded	<ul style="list-style-type: none"> Parking Studies 		
Infrastructure Management and Maintenance				
Provision of municipal services The activity of providing municipal services in relation to infrastructure within the local authority	Indefinitely Review administrative issues after seven years from action taken (RMS advisory)	<ul style="list-style-type: none"> Street files Street records Street name changes, numbering Other administrative issues (see Notes) 	Tree planting, naming of streets, numbering of houses, bus shelters, PC advice/comment, traffic calming measures,	
Utilities Process of utilities management by utility plans & notices	Indefinitely	<ul style="list-style-type: none"> Sewer plans Section 58 notices 	New Roads & Streetworks Act 1991	
Land Drainage Records	Indefinitely	<ul style="list-style-type: none"> Ponds and ditches 	Public Health Act 1936, s.260	
Public Transport				
Bus shelters The activities involved in the management and provision of bus shelters	Destroy 3 years after superseded or last action	<ul style="list-style-type: none"> Bus shelters 	Local Government (Miscellaneous Provision) Act 1953, s. 4	

Sunningdale Parish Council Record Retention Schedule 2018

Description	Retention Action	Examples of Records	Notes	Processing Purpose
12. Heritage, Tourism and Museum Services				
Tourism Service				
<i>Mailing Lists</i>	1 year with consent (to be updated annually)	<ul style="list-style-type: none"> Correspondence. 		Consent
<i>Visitors Book</i>	Historic archive - Permanent	<ul style="list-style-type: none"> Visitors comments 	Suggested that information includes minimal personal data	Consent
<i>Correspondence</i>	One year	<ul style="list-style-type: none"> Letters, emails 	Kept on file for 6 months then archive for 6 months then destroyed, confidential waste	Legal obligation
<i>Complaints</i>		<ul style="list-style-type: none"> Complaints from visitors, 	Kept on file for 6 months then archive for 6 months then destroyed, confidential waste	Legal obligation
<i>Events</i>	Historic archive – permanent	<ul style="list-style-type: none"> Events promotion 		
	Six months	<ul style="list-style-type: none"> Attendee lists 	Kept on file for 6 months then destroyed, confidential waste	Legal obligation

Data Security:

Data security for personal data is provided by **secure storage, password protection, encryption, etc.** as is proportionate for the sensitivity of the personal data held. Personal data will not be shared with other organisations except in the performance of a contract, or for purposes covered by criminal investigation legislation.