

Manningtree Town Council Records Retention Policy

The Minimum Retention Period is based on guidance from the National and Essex Association of Local Councils, GDPR Guidelines and input from Manningtree Town Councillors.

Type of Record	Format		Minimum Retention Period (Years)	Reason from EALC	Recommendation by Councillors
	Hard Copy	Digital			
Agenda – Council Meetings		✓	1 year	No guidance	Approved at Full Council 15/11/18
Agenda – Non Council Meetings		✓	1 year	No guidance	Approved at Full Council 15/11/18
Asset Register	✓	✓	Indefinite	Audit	Approved at Full Council 15/11/18
Audit documents - Monthly I.e bank reconciliation	✓	✓	6 years	Hard copies kept to facilitate requests to view	Approved at Full Council 15/11/18
Annual (Internal)	✓	✓	Indefinite	Archive	Approved at Full Council 15/11/18
Annual (External)	✓	✓	Indefinite	Archive	Approved at Full Council 15/11/18
Bank Statements & Savings	✓		Last completed Audit Year	Audit	Approved at Full Council 15/11/18
Bank Paying in Books	✓		Last completed Audit Year	Audit	Approved at Full Council 15/11/18
Budget		✓	6 years	No guidance	Approved at Full Council 15/11/18
Certificates for Insurance against liability for employees	✓		40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsary Insurance) Regulations 1998 (SI. 2753), Management	Approved at Full Council 15/11/18
Cheque Book Stubs	✓		Last completed Audit Year	Audit	Approved at Full Council 15/11/18
Customer (Residents) Surveys	✓	✓	Whilst relevant	GDPR	Approved at Full Council 15/11/18
Emails			Whilst relevant	GDPR	Approved at Full Council 15/11/18
Gifts Received Register	✓	✓	Indefinite	No guidance	Approved at Full Council 15/11/18
Grant Application by MTC	✓	✓	Whilst relevant	GDPR	Approved at Full Council 15/11/18
Halls / Centre application to hire, lettings diaries, copies of bills to hires, records of tickets issued	✓		6 years	VAT	Approved at Full Council 15/11/18
Investments	✓		Indefinite	Audit	Approved at Full Council 15/11/18
Invoices Paid	✓		6 years	VAT	Approved at Full Council 15/11/18
Insurance Policies	✓	✓	While valid	Management / Audit	Approved at Full Council 15/11/18
Letters – general correspondence		✓	Whilst relevant	GDPR	Approved at Full Council 15/11/18
Letters – general correspondence	✓		Whilst relevant	GDPR	Approved at Full Council 15/11/18
Members Allowance Register			6 years	Limitations Act 1980	Approved at Full Council 15/11/18
Members Attendance Register		✓	Minuted	Minuted	Approved at Full Council 15/11/18
Members Acceptance of Office	✓		Term of office plus 4 years	Management	Approved at Full Council 15/11/18
Members Declaration of Interest Register	✓		Term of office plus 4 years	Management	Approved at Full Council 15/11/18
Minutes - Full Council Meeting Minutes	✓	✓	Indefinite	Archive	Approved at Full Council 15/11/18
Committee Minutes	✓	✓	Indefinite	Archive	Approved at Full Council 15/11/18
Cont'd page 2 of 2	Format		Minimum Retention Period (Years)	Reason from EALC / SLCC / NALC	Recommendation by Councillors
Type of Record	Hard Copy	Digital			
Notes/recordings of meetings, draft minutes. This includes any notes taken by Members	✓	✓	Until the minutes have been agreed	GDPR	Approved at Full Council 15/11/18
Paid cheques	✓		6 years	Limitations Act 1980	Approved at Full Council 15/11/18
Planning Applications	✓		Current year	No guidance - retained by TDC	Approved at Full Council 15/11/18
Petty Cash N/A at present			6 years	Limitations Act 1980	Approved at Full Council 15/11/18
Postage Book	✓		6 years	Limitations Act 1980	Approved at Full Council 15/11/18
Projects/Project Information	✓	✓	Whilst relevant	GDPR	Approved at Full Council 15/11/18
Quotations and Tenders	✓		6 years	Limitations Act 1980	Approved at Full Council 15/11/18
Receipt and Payments Accounts	✓	✓	Indefinite	Archive	Approved at Full Council 15/11/18
Receipt Books of ALL Kinds and electronic records	✓	✓	6 years	VAT	Approved at Full Council 15/11/18
Standing Orders	✓	✓	Keep until updated by NALC	NALC	Approved at Full Council 15/11/18
Time sheets	✓	✓	Last completed Audit Year	Audit (3 years best practice for personal injury)	Approved at Full Council 15/11/18

Title Deeds, Leases, Agreements, Contracts	✓		Indefinite	Audit	Approved at Full Council 15/11/18
VAT Records	✓	✓	6 years generally but 20 years for VAT on rents	VAT	Approved at Full Council 15/11/18
Wages Books	✓	✓	12 years	Superannuation	Approved at Full Council 15/11/18

Sensitive Information (GDPR Guidelines)

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Inventory of Personal Data Captured, Stored and Processed by A Typical Small Parish Council / Community Council

Inventory assembled on DD/MM/2018 and Last updated on DD/MM/20XX

1. What Personal Data Do We Hold?		2. Lawful basis for holding personal data				3. Consent	4. Sharing Personal Data		5. Our internal processes					6. Action Needed	
To whom does it relate?	What Data is it?	Including Sensitive Data?	What is it for?	Why do we have it?	Are we legally obliged to hold this data? NOTE: if we are legally obliged to hold it, no consent is needed.	Have we got a contract or privacy notice relating to the data subject?	If we have a contract with the data subject, does it demonstrate all necessary consents?	With whom do we share this data? LIST THEM ALL	Who is responsible for keeping this data?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed	
Staff															
	Contract	Yes	HR	It is a contract	No	Contract	Yes	External Professional Advisers	Clerk	On appointment and on review	Duration of Employment plus 6 years	Laptop/Filing Cabinet	Password/ Lock & key		
	PAYE	No	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; HMRC; payroll company	Clerk	Monthly	Duration of Employment plus 6 years	Laptop/Filing Cabinet	Password/ Lock & key		
	Bank details	No	HR	To pay staff salaries	No	Contract	Yes	Our Bank; Payroll company	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop/Filing Cabinet	Password/ Lock & key		
	Pension details	Yes	HR	Legislative requirement	Yes	Not required	Not applicable	External Professional Advisers; payroll company; Pension Fund Managers; H	Clerk	Duration of Employment	Duration of Employment plus 6 years	Laptop/Filing Cabinet	Password/ Lock & key		
	Leave Form	No	HR	Employment Purposes	No	Yes	Yes	External Professional Advisers	Clerk	Yearly	Duration of Employment plus 6 years	Laptop/Filing Cabinet	Password/ Lock & key		
	Staff Appraisement	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	duration of employment	Filing cabinet	lock and key		
	Performance Plans	Yes	HR	Employment	No	Yes	Yes		Clerk	As required	duration of employment	Filing cabinet	lock and key		
Councillors															
	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/Filing Cabinet	Password/ Lock & key		
	Personal Contact Details	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/Filing Cabinet	Password/ Lock & key		
	Email Addresses	No	Democracy	legislative requirement	Yes	Not required	Not applicable	This is Public Knowledge	Clerk	At Election	Term of Office plus 4 years	Laptop/Filing Cabinet	Password/ Lock & key		
Contractors /Suppliers, where we hold personal data of a natural person (not the data of a limited company or of another council)															
	Contract details	No	Business	Contract	No	Contract	Yes	External Professional Advisers	Clerk	When Appointed	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key	Clerk must compile a list of ALL of the contracts which involve our holding any 'personal data'	
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key		
	Purchase orders	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key		
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key		
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our bank	Responsible Finance Officer	On raising	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key		
	Insurance	No	Business	Contract	No	Contract	Yes	External professional advisers	Responsible Finance Officer	On appointment	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key		
	References	No	Business	Contract	No	Contract	Yes	External professional advisers	Responsible Finance Officer	On appointment	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key		
Residents															
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold.	Clerk	On receipt	1 Year	Laptop/Filing Cabinet	None required		
	Complaints	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Laptop/Filing Cabinet	Password/ Lock & key		
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	2 years	Laptop/Filing Cabinet	Password/ Lock & key		
	General Correspondence from MDPs	Perhaps	Democracy	Democracy	No	Privacy Notice	No contract	External Professional Advisers, MPs, principal councils.	Clerk	On receipt	1 year	Laptop/Filing Cabinet	Password/ Lock & key		
Community Organisations															
	Email Addresses	No	Democracy	Contract	No	Privacy Notice	No contract	Nobody without consent	Clerk	On receipt	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key		
	Grant Application Forms	Perhaps	Democracy	Service to community	No	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key		
	Nominations of external committee members	No	Democracy	Contract	No	Privacy Notice	No contract	Names become Public Knowledge, other data is confidential	Clerk	Annually	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key		
Planning															
	Objections	No	Democracy	We are consulted on applications	Yes	#REF!	No contract	Our objection or approval is a public document	Clerk	On receipt	1 year	Laptop/Filing Cabinet	None required		
Boundary Court															
	Previous lease for Community Room														
	Legal Agreements	No	Property Records	Recreation function	No	Contract	Yes	Public Document registered at Land Registry	Clerk	Annually	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key		
	Lease for Village Hall	No	Property Records	Property Records	No	Contract	Yes	Public Document registered at Land Registry	Clerk	Annually	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key		
General Contacts															
	Email Addresses	Yes	Democracy	Contract	Yes	Privacy Notice	Not applicable	#REF!	Clerk	On raising	See document Retention Policy	Laptop/Filing Cabinet	Password/ Lock & key		

Council Profile	Small Parish Council
Councillor 1	
Staff 1 Clerk Part time	