

**INGLEBY GREENHOW  
PARISH COUNCIL  
RETENTION AND DISPOSAL  
OF DOCUMENTS  
APRIL 2021**

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## **1. INTRODUCTION**

- a) The guidelines set out in this document supports the Parish Council Data Protection Policy and are intended to assist the Parish Council in compliance with the Freedom of Information Act 2000, the General Data Protection Regulation 2018(GDPR) and other associated legislation.
- b) It is important that the Parish Council has in place arrangements for the retention and disposal of documents necessary for the adequate management of services in undertaking its responsibilities. This policy sets out both the minimum requirements for the retention of documents and the requirements for the disposal of documents. However, it is important to note that this is a live document and will be updated on a regular basis.
- c) IGPC will ensure that information is not kept for longer than necessary and will retain the minimum amount of information that it requires to carry out its functions and the provide service whilst adhering to any legal or statutory requirements.

## **2. AIMS AND OBJECTIVES**

It is recognised that up to date, reliable and accurate information is vital to support the work that IGPC does and the service that we provide to our residents. This document will help to:

- a) Ensure the retention and availability of the minimum amount of relevant information that is necessary for the Council to operate and provide service to the public.
- b) Comply with legal and regulatory requirements, including the Freedom of Information Act 2000, the Environmental information Regulation 2004 and the GDPR.
- c) Save employee's time and effort when retrieving information by reducing the amount of information that may be held unnecessarily.
- d) Ensure archival record that are of historical value are appropriately retained for the benefit of future generation.

## **3. SCOPE**

- a) For the purposes of this policy, 'documents' includes electronic, microfilm, microfiche and paper records.
- b) Where storage is by means of paper records, originals rather than photocopies should be retained where possible.

#### **4. STANDARDS OF GOOD PRACTICE**

IGPC will make every effort to ensure that it meets the following standard of good practice and in particular will.

- a) Adhere to legal requirements for the retention of information as specified in the retention schedule at Annex A
- b) Personal information will be retained in locked filing cabinets the IGPC Clerk's home, access to these documents will be authorised personal only.
- c) Retained Disclosure information redacted as appropriate in a locked cabinet in IGPC Clerk's home.
- d) Information about unidentifiable individuals is permitted to be held indefinitely for historical, statistical or research purposes e.g., Equalities data.
- e) Wherever possible only any personal information will be retained and that be held within the IGPC Clerk home.

#### **5. BREACH OF POLICY AND STANDARDS**

- a) Any employee and Councillor(s) who knowingly or recklessly contravenes any instruction contained in, or following from, this policy may, depending on the circumstances of the case, have disciplinary action taken against them which could include dismissal.
- b) Where there is a breach of the policy, the Council has responsibility for investigating and instituting any remedial action.

#### **6. ROLES AND RESPONSIBILITIES**

- a) The IGPC Clerk has responsibility for the implementation of the policy under the delegated authority from the IGPC.
- b) IGPC Clerk is responsible for maintenance and operation of this policy including ad-hoc checks and assisted by a nominated Councillor (s) to ensure compliance.

#### **7. RETENTION**

- a) Timeframes for retention of documents have been set using legislative and sector specific guidance from the National Association of Local Councils and the Chartered Institute of Personnel and Professional Development (CIPD)
- b) Throughout specified the retention period the conditions regarding safe storage and controlled access will remain in place.
- c) The attached 'Annexe A, shows the minimum requirements for the retention of documents as determined by IGPC for the management of specific documentation types. Officers holding documents should exercise judgement

as to whether they can be disposed of at the end of those periods detailed in Annexe A

## **8. DISPOSAL**

- a) Documents/data no longer required by IGPC for administrative purposes must be finely shredded/disposed or through specialist waste removal contractors and deleted entirely and securely from IGPC computer system(s)