



# EARLS COLNE PARISH COUNCIL

## DATA RETENTION POLICY (2026)

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The Parish Council recognises that efficient management of records is necessary to comply with legal and regulatory obligations and to support effective administration.

This policy applies to all records created, received or maintained by Earls Colne Parish Council in the course of carrying out its functions. Records may be held electronically or in paper form.

A small percentage of records may be retained permanently as part of the Council's archive and historical record.

### 1. Responsibilities

The Clerk to the Council is responsible for implementing this policy and ensuring records are managed appropriately, securely and in accordance with legal requirements.

### 2. Retention Schedule

Under the Freedom of Information Act 2000, the Council is required to maintain a retention schedule for records created in the course of its business.

Document	Minimum Retention	Reason
Minute Book	Indefinite	Archive
Annual Accounts	Indefinite	Archive
Annual Return / AGAR	Indefinite	Archive
Bank Statements	7 years	Audit / management
Cheque book stubs	Audit + 1 year	Management
Paying in books	Audit + 1 year	Management
Quotations and tenders	7 years	Audit
VAT records	7 years	Audit / VAT
Paid invoices	7 years	Audit / VAT
Salary records	7 years	Audit
Tax and NI records	7 years	Audit
Insurance policies	Whilst valid	Audit
Employers Liability Insurance	40 years	Legal
Public Liability Insurance	40 years	Legal
Asset Register	Indefinite	Audit
Deeds and leases	Indefinite	Legal

### 3. Planning Applications

Planning applications and decision notices are available from Braintree District Council. Parish Council comments and recommendations are retained within Council minutes.



#### **4. Disposal Procedures**

Sensitive records no longer required will be securely shredded or disposed of using a confidential waste contractor where appropriate.

Councillor email accounts and access to Council systems will be removed promptly upon leaving office.

#### **5. Related Policies**

- Data Protection Policy
- Publication Scheme
- Freedom of Information Procedures
- Information Security Procedures

#### **6. Review**

This policy will be reviewed periodically and updated where necessary.

**Signed:** \_\_\_\_\_ (Chairman)