BARLASTON PARISH COUNCIL

DATA RETENTION SCHEDULE

GDPR11

DATA RETENTION SCHEDULE

Revision History

This document was originally written by:

Name	**Position**	**Date**
Vivien O'Dunne	Clerk	February 2026

This document was reviewed by:

The Parish Council	10 March 2026

This document version was adopted by:

The Parish Council at their meeting on	10 March 2026

Document Review schedule:

Next Mandatory Review by	March 2027

Version	**Issue Date**	**Document ID**	**Reason for Change**	**Section changed**
1	10 March 2026	GDPR11	Revised Policy – Assertion 10 2025/26	Major Review

RETENTION & ERASURE SCHEDULE

This schedule sets out how long the Council retains personal and corporate data in accordance with the UK GDPR, the Data Protection Act 2018, and guidance from the Information Commissioner's Office and National Association of Local Councils.

Governance & Administration

Record	Retention Period	Disposal Action
Council & Committee Minutes	Permanent	Archive securely
Agendas & Reports	5 years	Secure deletion
Policies (superseded)	6 years	Secure deletion
Councillor Registers of Interest	Duration of councillor’s term of office	Secure deletion

Finance

Record	Retention Period	Disposal Action
Accounts, bank statements, cashbooks	6 years from end of financial year	Secure deletion
VAT records	6 years from end of financial year	Secure deletion
Paid invoices	6 years from end of financial year	Secure deletion
Grant records	6 years from end of financial year	Secure deletion
External audit reports	Permanent	Archive securely

Employment

Record	Retention Period	Disposal Action
Personnel files	6 years after employment ends	Secure deletion
Payroll records	6 years from end of financial year	Secure deletion

Record	Retention Period	Disposal Action
Pension documentation	As required by provider	Secure deletion
Accident book	3 years after last entry (longer where required, e.g. involving minors)	Secure deletion

Residents & Correspondence

Record	Retention Period	Disposal Action
General enquiries	Retained only for as long as necessary to deal with the enquiry, then securely deleted	Secure deletion
Complaints	4 years	Secure deletion
Planning representations	4 years	Secure deletion
FOI & Subject Access Requests	3 years (minimum)	Secure deletion

Contracts & Assets

Record	Retention Period	Disposal Action
Contracts & leases	6 years after expiry (12 years if executed under seal)	Secure deletion
Asset Register	Permanent (updated annually)	Archive historic versions

Secure Disposal

- Paper records are securely shredded or confidentially destroyed
- Electronic records are permanently deleted and removed from systems (and backups where feasible)
- Access to systems is revoked when no longer required

This Retention & Erasure Schedule forms part of the Council's Data Protection compliance framework and supports compliance with AGAR Assertion 10

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Chairman Date: 10 March 2026