

Madingley Parish Council Data Retention Schedule

This schedule outlines the recommended retention periods for records held by Madingley Parish Council. It ensures compliance with the UK GDPR, Data Protection Act 2018, and local government best practices.

Record Type	Retention Period	Reason / Legal Basis
Council Minutes (signed)	Permanent	Historic record / Legal / Archival
Agendas and Reports	6 years	Audit / Legal reference
Policies and Procedures	Current + 3 years	Ensure access to previous versions
Financial Records (accounts, invoices, precept, VAT records, etc)	6 years	Section 222 Local Government Act 1972 / HMRC compliance
Bank Statements / Reconciliations	6 years	Audit / Financial reference
Annual Returns / Audit Reports	Permanent	Historic / Legal
Grants & Donations Documentation	6 years	Audit / Transparency
Payroll Records (payslips, PAYE, NI)	6 years	HMRC requirement
Employee Records (HR files, contracts)	Duration of employment + 6 years	Legal claim limitation periods
Councilor Records	Duration of appointment + 6 years	Legal claim limitation periods
Quotations / Tenders	6 years	Audit / Transparency
Job Applications (unsuccessful)	6 months	Limitation for claims under Equality Act
Health & Safety Records / Risk Assessments	6 years	Legal / Insurance
Accident Books / Incident Reports	3 years (adults) / 25 years (children)	Health and safety regulations
Insurance Policies	Permanent (public liability); others – 6 years	Long-term liability cover
Planning Applications (Council comments)	6 years	Planning law reference / transparency

Electoral Roll (full version)	Until superseded by new roll	Used for electoral purposes
Correspondence (general/public enquiries)	2 years	Reference / complaint handling
Complaint Records	6 years after closure	Potential legal claims / accountability
Freedom of Information Requests	3 years	ICO guidance
Subject Access Requests	3 years	ICO guidance
Title deeds, leases, agreements	Permanent	Historic / Legal
Website backups / digital data	Varies – generally 2 years	Operational / security
CCTV (if used)	30 days unless required longer for an incident	Data protection best practice

Notes:

1. “Permanent” means records should be archived appropriately, in a secure location
2. Secure disposal means cross-cut shredding for paper and secure deletion for digital files.
3. Review your retention schedule annually and record any records disposed of in a records disposal log.
4. All digitally held documents should include the date of production in the file name.
5. Ensure staff and councilors handling data receive basic data protection training.

Updated: Jul-2025