



Data Retention & Disposal Policy 2026

1. Introduction

1.1 This Data Retention & Disposal Policy sets out how Haydon Wick Parish Council ('the Council') manages the retention, review, archiving and secure disposal of all records created, received or maintained as part of its statutory and business activities.

1.2 This policy supports the Council's Data Protection Policy and ensures compliance with:

- UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018
- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Employment Rights Act 2025 (where relevant to personnel records from April 2026)
- Pensions, audit, finance, health & safety, and local government legislation (as detailed in the Retention Schedule)

1.3 The Council will only retain records where there is a clear, legal, statutory, operational or historical justification. The UK GDPR storage limitation principle (Article 5(1)(e)) makes this a legal obligation. This is a live document and will be reviewed at least every two years, or earlier if legislation or guidance changes.

2. Aims & Objectives

2.1 It is recognised that up to date, reliable and accurate information is a vital to support the work that the Council do and the services that it provides to its residents.

This document will help us to:

- Retain the minimum amount of relevant information necessary to operate and deliver services to the public
- Comply with all applicable legal and regulatory requirements.
- Protect the Council's legal position and residents' personal data by retaining records only for appropriate limitation periods
- Reduce the burden on staff retrieving information, including under the Freedom of Information Act
- Ensure records of historical value are appropriately preserved for future generations

3. Scope

3.1 This policy applies to all Council records regardless of format, including:

- Paper files and minute books
- Electronic documents, spreadsheets and presentations
- Emails and instant messages on Council devices or accounts
- Databases and information held on Council systems
- Microfilm, microfiche and photographic records

3.2 A record is any information created, received or maintained as evidence of the Council's activities, decisions or transactions. Duplicate copies, working drafts and reference material are not records unless they form part of an audit trail, and may be disposed of earlier than the primary record, provided the authoritative original is securely held. Where records exist in both original and copy format, the original should be retained where practicable.

4. Roles & Responsibilities

4.1 Records held by Councillors on personal devices or email accounts remain Council records. Councillors must notify the Chief Officer of any significant records and are encouraged to carry out regular housekeeping of personal devices.

Role	Responsibility
Full Council	Adoption, oversight and periodic review of this policy.
Chief Officer/Clerk to Council	Day-to-day implementation; authorisation of disposals; maintenance of the Disposal Log; ad-hoc compliance checks; notification to Council of any legislative changes requiring policy update.
Delegated Staff	Ensuring records within their area are created, stored, retained and destroyed in line with this policy. Notifying the Chief Officer of any doubt about whether a record may be destroyed.
Councillors (Members)	Proper handling and handover of Council records. Councillors do not own Council records. On leaving office, Councillors must securely delete electronic Council records held personally and transfer or destroy hardcopy records as directed by the Chief Officer.

5. Confidential Waste & Disposal Methods

5.1 Not all records require confidential disposal - crosscut shredding and certified destruction carry a cost and an environmental impact:

Treat as Confidential Waste	Standard Disposal (Recycling / Delete)
• Personal details of individuals (application forms, personnel files, payroll) • Exempt information from committee reports • DBS / Disclosure & Barring information • Materials provided in confidence by contractors, police or other public bodies • Any documents protected under the Data Protection Act / UK GDPR or the Council's Constitution	• Documents available to the public on the Council's website • Reports and background papers taken to committee in public session (not exempt) • General information leaflets and newsletters where no personal data is held • Reference material from other bodies (circulars, guidance notes)

5.2 DBS certificates must be stored in a locked cabinet with restricted access and destroyed (using the office shredder) no later than 6 months after the recruitment decision; a note of the date of issue, date of check and that the certificate was verified may be retained. Electronic records should be permanently deleted, including from email deleted items folder, backups and cloud storage where practicable; where records are held on third party systems, the Chief Officer must submit deletion requests in line with the relevant service agreement.

6. Legal Holds & Suspension of Disposal

6.1 Records must not be destroyed while any of the following apply, regardless of whether the stated retention period has expired:

- Litigation, insurance claim or pension claim is ongoing or reasonably anticipated
- An FOI (Freedom of Information Act 2000) or EIR (Environmental Information Regulations 2004) request is open, and the record is relevant to the response
- An audit, internal or external, remains unresolved
- A Subject Access Request (SAR) is pending in respect of the record
- An investigation (including by the Information Commissioner's Office) is underway

6.2 The Chief Officer must document any legal hold, its reason and the date applied. Once the matter concludes the hold must be lifted, and the standard retention period applies from the original closure date or the date the hold was lifted, whichever is earlier.

7. Legal Basis for Retention

7.1 Records are retained only where one or more of the following applies:

- A specific legal or statutory requirement mandates retention (e.g. VAT Act 1994, Accounts & Audit Regulations 2015, RIDDOR 2013)
- A limitation period under the Limitation Act 1980 means the record may be relevant to a future claim (typically 6 years for contract claims, 12 years for matters under seal)
- An operational or business need exists during the active period of a project or service
- An audit, investigation, FOI (Freedom of Information Act 2000) / EIR (Environmental Information Regulations 2004) request or litigation is ongoing or reasonably anticipated
- The record has historical or archival value

7.2 Where no legal, operational or historical justification exists, a record must be destroyed. Retention on the basis that it 'might be useful' is not sufficient.

8. Councillor Personal Data

8.1 Councillors are not employees of the Council. They are elected or co-opted members who hold a public office. This distinction is important: the employment-related HR retention periods in Section 12 of the Retention Schedule do not apply to Councillors. Instead, personal data held about Councillors falls into two distinct categories, each with its own retention rules.

Two Categories of Councillor Data	
Category A	— Personal data held to facilitate the Councillor role (contact details, bank details for allowances, next-of-kin). This is personal data held purely as a practical necessity and should be deleted promptly when the Councillor leaves office.
Category B	— Records of the Councillor conducting Council business (correspondence, declarations of interest, complaints, allowance claims). These are Council records and follow the longer retention periods in the schedule, just as staff records do.

9. Records Lifecycle

9.1 All Council records pass through the following stages; retention decisions should be made at the point of creation.

1. Creation	Lawful purpose and record ownership identified; format, storage location and retention period assigned.
2. Active Use	Operational, legal or statutory purpose being served; access restricted to authorised persons.
3. Closure	Matter, project or employment concluded; record enters its retention period.

4. Retention	Held securely for the specified period; reviewed annually against legal and operational requirements.
5. Review	On expiry: decision to destroy, extend (with justification) or archive permanently.
6. Disposal	Secure destruction or permanent archiving; disposal recorded in the Disposal Log.

10. Disposal Log

10.1 The Council will maintain a permanent Disposal Log of all records destroyed, as required by the UK GDPR accountability principle (Article 5(2)).

10.2 Each entry in the Disposal Log must record:

- Record category / description
- Date range of records destroyed
- Date of disposal
- Method of disposal (e.g. crosscut shredding, certified contractor, secure electronic deletion)
- Authorising officer

10.3 Disposal of confidential waste by external contractors must be evidenced by a waste transfer note or certificate of destruction, which is itself retained permanently in the Disposal Log file.

11. Archiving & Permanent Preservation

11.1 Records of long-term historical importance to the Parish will be identified by the Chief Officer and preserved permanently.

11.2 Where permanent records are no longer needed for active administrative purposes, the Council may deposit them with the Wiltshire & Swindon History Centre in accordance with section 227 of the Local Government Act 1972. The Chief Officer will seek advice from the county archivist on which records should be so deposited.

11.3 One copy of every issue of the Haydon Wick Living Magazine must be deposited with the British Library in accordance with the Legal Deposit Libraries Act 2003.

12. Policy Review

12.1 This policy and the Retention Schedule will be reviewed at least every two years by the Chief Officer, or earlier if there is a material change in legislation or guidance (including NALC Legal Topic Notes, ACAS Codes of Practice, ICO guidance or CIPD factsheets). Following review, the updated policy will be presented to Full Council for adoption.

13. Retention Schedule

How to Use This Schedule

- All periods run from the closure of the matter, end of employment, or end of the financial/audit year — unless stated otherwise.
- Where a legal hold applies (Section 9), the retention period is suspended until the hold is lifted.
- 'Secure shred / delete' means crosscut shredding of paper or permanent electronic deletion (including backups where practicable).
- All disposals must be recorded in the Disposal Log (Section 10).
- If in doubt about whether a record can be destroyed, consult the Chief Officer before acting. When in doubt — retain.

Key Sources Used in This Schedule

- Limitation Act 1980** — sets the legal claim periods that drive many retention periods (6 years contract, 12 years deed, 3 years personal injury).
- ACAS Code of Practice on Disciplinary & Grievance Procedures (2015, updated)** — governs spent period for disciplinary warnings.
- ICO Employment Records Guidance (UK GDPR)** — requires records kept no longer than necessary; lawful basis must be documented.
- NALC Legal Topic Note 40 (August 2022)** — the primary reference for Parish Council document retention.
- CIPD HR Records Retention Factsheet (2025, updated to include ERA 2025)** — recommends retention periods for HR records.
- Accounts & Audit Regulations 2015** — financial and audit record requirements.
- DBS Code of Practice** — maximum 6 months retention for DBS certificates.
- Control of Asbestos Regulations 2012 / COSHH Regulations 2002** — 40-year retention for health surveillance records.
- Legal Deposit Libraries Act 2003** — deposit of printed publications with British Library.
- Employment Rights Act 2025** — changes to employment law effective from April 2026 reviewed against this schedule.

Document / Record	Retention Period	Reason	Authority	Disposal
Minutes & Correspondence				
Signed Minutes of Council Meetings, Minute Books & Agendas	Indefinite	Legal requirement (LGA 1972: s228)	NALC LTN40	Archive / N/A
Supporting papers on issues deemed important to the history of the Parish	Indefinite	Historical interest — offer to Wiltshire & Swindon History Centre	NALC LTN40	Archive / N/A
Routine correspondence, & emails (operational)	2 years	No firm statutory period; 2 years reflects operational relevance and aligns with audit cycles	NALC LTN40 / ICO guidance	Secure shred / delete
Correspondence connected to audit matters	6 years after audit year	Limitation Act 1980; audit accountability	Limitation Act 1980	Secure shred / delete
Correspondence connected to planning matters	Retain as per planning record (<i>see Planning section below</i>)	Consistency with planning file	NALC LTN40	Secure shred / delete
Finance				
Annual Accounts / Statement of Accounts	Indefinite	Legal requirement for Parish Councils (Accounts & Audit Regs 2015)	LGA 1972, A&A Regs 2015	N/A
Annual Returns (External Audit)	Indefinite (<i>publicly accessible for minimum 5 years</i>)	Legal requirement — must remain available for public inspection	A&A Regs 2015: Reg 14	Shred / Delete after public inspection period
Receipt Books / Paying-in Books	6 years after end of financial year	VAT Act 1994 / HMRC requirement	VAT Act 1994	Secure shred / delete

Bank Statements	Last completed audit year + 6 years	Audit requirement + Limitation Act coverage	A&A Regs 2015 / Limitation Act 1980	Secure shred / delete
Cheque Book Stubs	6 years after end of financial year	Audit / VAT / Limitation Act coverage	Limitation Act 1980	Secure shred / delete
Petty Cash Records	6 years after end of financial year	Audit requirement + Limitation Act coverage	Limitation Act 1980	Secure shred / delete
Paid Invoices & Paid Cheques	6 years	Limitation Act 1980 (<i>contract claims</i>)	Limitation Act 1980	Secure shred / delete
VAT Records	6 years	VAT Act 1994: s58 and Schedule 11	VAT Act 1994	Secure shred / delete
Payroll Records (wages, salary, overtime, bonuses, expenses)	6 years after end of tax year	HMRC / PAYE requirement, Limitation Act 1980	ITEPA 2003, NMW Regs, Limitation Act 1980	Secure shred / delete
Pension — Employee scheme membership records	75 years from date of birth (or minimum 12 years after benefits cease)	Long-term pension entitlement disputes, DWP guidance	Pension Schemes Act 1993, DWP guidance	Secure shred / delete
Pension — Employer contribution records	6 years after relevant audit year	Audit / pension compliance	Pensions Act 2008 (auto-enrolment)	Secure shred / delete
Pension — Retirement decisions & calculations	12 years	Limitation Act 1980 (<i>speciality/sealed instrument claims</i>)	Limitation Act 1980	Secure shred / delete
Pension — Opt-out records	4 years	Auto-enrolment regulations	Occupational & Personal Pension Schemes (Auto-Enrolment) Regs 2010	Secure shred / delete
Insurance				
Employers' Liability Insurance Policies (while valid)	40 years from policy end	Employers' Liability (Compulsory Insurance) Regs 1998 (as amended 2008)	EL(CI) Regs 1998	Secure shred / delete

Public Liability Insurance Policies	21 years from policy end	Best practice — long-tail personal injury limitation period (including minors)	Limitation Act 1980	Secure shred / delete
Insurance Claim Records	7 years after all obligations concluded	Limitation Act 1980 / potential litigation	Limitation Act 1980	Secure shred / delete
Policy Renewal Records	While valid + 1 year	Operational requirement	ICO / NALC guidance	Secure shred / delete
General Management				
Title Deeds, Leases, Agreements, Contracts	Indefinite	Audit / Legal — no limitation period for trust/land-related instruments	LPA 1925, NALC LTN40	Archive
Quotations & Tenders	6 years after contract end	Limitation Act 1980 (<i>contract claims</i>)	Limitation Act 1980	Secure shred / delete
Externally Funded Project Documentation	6 years after project close	Audit / grant conditions	Funding body requirements	Secure shred / delete
Complaints Records (resolved)	6 years after closure	Limitation Act 1980 — potential civil claim	Limitation Act 1980, ICO guidance	Secure shred / delete
Information / FOI (Freedom of Information Act 2000) / EIR (Environmental Information Regulations 2004) Requests	2 years after closure (or longer if pattern of requests from same requester)	ICO / Wiltshire Council practice, FOI Act 2000	FOI Act 2000 ICO guidance	Secure shred / delete
Public Consultation — Surveys & Returns	5 years	Operational / audit relevance	NALC guidance	Secure shred / delete
Public Consultation — Summary Results	10 years	Accountability / historical reference	NALC guidance	Secure shred / delete
Policies & Procedures	Until superseded + 6 years	Limitation Act 1980 — policies may be relevant to claims	Limitation Act 1980, NALC LTN40	Secure shred / delete

Asset Management Records & Reports	Indefinite	Ongoing accountability / legal title	NALC LTN40	N/A
Internal Audit Records	6 years	Limitation Act 1980, audit accountability	Limitation Act 1980, A&A Regs 2015	Secure shred / delete
Internal Audit — Fraud Investigation Records	7 years from the investigation's final outcome date	Fraud / limitation considerations	Fraud Act 2006, Limitation Act 1980	Secure shred / delete
Risk Register & Risk Management Reports	Indefinite	Governance / audit trail	NALC LTN40	N/A
Disposal Log	Indefinite	GDPR accountability principle — evidence of lawful disposal	UK GDPR Art 5(2)	N/A
Vehicles & Equipment				
Drivers' Logbooks & Mileage Records	6 years	HMRC / VAT requirement	HMRC guidance	Secure shred / delete
Vehicle Maintenance, MOT & Registration Records	2 years after disposal of vehicle	Operational / liability	NALC guidance	Secure shred / delete
Fuel Usage Records	3 years	HMRC guidance / audit	HMRC guidance	Secure shred / delete
Members (Councillors) — Personal Data (Category A)				
Contact details (name, address, personal email, phone)	Duration of term of office; deleted within 3 months of leaving office	Data minimisation — UK GDPR Art 5(1)(e); no legal basis beyond facilitation of role	UK GDPR Art 6(1)(e)	Secure delete / shred
Bank details (for allowance payments)	6 years after last payment	HMRC / PAYE requirement, VAT Act 1994	HMRC, VAT Act 1994	Confidential shred / secure delete
Next-of-kin / emergency contact details	Duration of term of office only; deleted immediately on leaving office	Data minimisation — no legal basis to retain beyond active role	UK GDPR Art 5(1)(e)	Secure delete / shred

Access pass photographs / biometric data	Duration of term of office; destroyed immediately on leaving office	Data minimisation; special category data if biometric	UK GDPR Art 5(1)(e); Art 9	Secure delete / destroy
Co-option / election application forms	1 year	Operationally relevant; Representation of the People Act 1983	RPA 1983, NALC guidance	Secure shred / delete
Members (Councillors) — Council Role Records (Category B)				
Register of Members' Interests	Term of office + 1 year	Localism Act 2011: s29	Localism Act 2011: s29	Secure shred / delete
Register of Officers' Interests	Term of office + 1 year	Localism Act 2011: s29	Localism Act 2011: s29	Secure shred / delete
Members' Allowances	6 years	Tax / Limitation Act 1980	Limitation Act 1980 / HMRC	Secure shred / delete
Committee Membership Requests & Appointments	Duration of term of office + 1 year	Administrative record of Councillor's role; aligns with Register of Interests retention period	NALC LTN40; Localism Act 2011	Secure shred / delete
Duty to Attend Acknowledgement & Electronic Summons Acceptance	Duration of term of office + 1 year	Administrative record confirming Councillor's acknowledgement of obligations; no longer relevant once term ends	NALC LTN40; Local Government Act 1972	Secure shred / delete
Application for a Dispensation Order	6 years after dispensation expires or is refused	Limitation Act 1980 — formal legal process; may be relevant to any subsequent challenge or complaint	Localism Act 2011; Limitation Act 1980	Secure shred / delete

Councillor Training & Course Certificates (including Safeguarding)	Duration of term of office + 6 years	Limitation Act 1980 — evidence of competency; safeguarding certificates in particular may be relevant to any future complaint or investigation	Limitation Act 1980; NALC guidance	Secure shred / delete
Councillor Skills & Experience Audit Forms	Duration of term of office + 1 year	Administrative record used for Council governance and committee planning purposes; no longer operationally relevant once Councillor leaves office	NALC LTN40; UK GDPR Art 5(1)(e)	Secure shred / delete
Council business correspondence from Councillors	6 years after closure of matter	Limitation Act 1980	Limitation Act 1980; ICO guidance	Secure shred / delete
Councillor — Substantiated Complaints	6 years after resolution	Limitation Act 1980	Limitation Act 1980	Secure shred / delete
Councillor — Unsubstantiated Complaints	Destroyed once matter concludes	Data minimisation, UK GDPR	UK GDPR Art 5(1)(e)	Immediate secure shred / delete
Parish Council Elections / Applications	1 year	Operationally relevant, Representation of the People Act 1983	RPA 1983, NALC guidance	Secure shred / delete
Councillor Resignation Letters	6 years after date of resignation	Limitation Act 1980 — confirms end of office and any associated contractual or financial obligations (e.g. allowance cessation); may be relevant to any subsequent dispute	Limitation Act 1980; Localism Act 2011	Secure shred / delete
Councillor Equipment Agreements (e.g. loan of laptops, devices, passes)	Duration of loan + 6 years	Limitation Act 1980 — agreement constitutes a contract; records confirm return of Council property and any associated liability	Limitation Act 1980	Secure shred / delete

Personnel — Recruitment				
Unsuccessful Application Forms	6 months after recruitment decision	Equality Act 2010 — potential discrimination claim	Equality Act 2010, ACAS guidance	Secure shred / delete
Unsuccessful References Received	6 months after recruitment decision	Aligned with unsuccessful application retention, ACAS guidance	ACAS guidance, Equality Act 2010	Secure shred / delete
DBS / Disclosure & Barring Check Records	Maximum 6 months after recruitment decision	DBS Code of Practice, Police Act 1997 — must not be retained longer than 6 months	DBS Code of Practice, Police Act 1997	Immediate secure shred once actioned; certified destruction record kept
Right to Work Checks	2 years after employment ends	Immigration, Asylum & Nationality Act 2006	IAN Act 2006, Home Office guidance	Secure shred / delete
Personnel — Active Employment				
Successful Application Forms, CVs & Contracts	Duration of employment + 6 years	Limitation Act 1980 — contractual claims, ACAS / CIPD best practice	Limitation Act 1980, ACAS guidance, CIPD	Secure shred / delete
References Received (<i>successful candidates</i>)	Duration of employment + 6 years	Limitation Act 1980 — contractual claims, ACAS / CIPD best practice	Limitation Act 1980, ACAS guidance, CIPD	Secure shred / delete
Personnel Files & Training Records	6 years after employment ceases	Limitation Act 1980	Limitation Act 1980, ICO / ACAS guidance	Secure shred / delete
Annual Appraisal / Performance Assessment Records	Current year + 3 years	Operational HR use, potential grievance / tribunal claim	Limitation Act 1980, ACAS guidance	Secure shred / delete
Statutory Sick Pay Records, Calculations & Certificates	Duration of employment + 6 years	HMRC SSP rules, Limitation Act 1980	HMRC, SSP Regs 1982, Limitation Act 1980	Secure shred / delete

Authorised Absence Records (annual leave, jury service, dependants)	Duration of employment + 6 years	Limitation Act 1980, Working Time Regs 1998	WTR 1998, Limitation Act 1980	Secure shred / delete
Unpaid / Special Leave Records	Duration of employment + 6 years	Limitation Act 1980	Limitation Act 1980	Secure shred / delete
Statutory Maternity / Paternity / Adoption Pay Records	3 years after the end of the tax year in which the maternity / paternity / adoption pay period ended	HMRC statutory pay obligations	HMRC, Social Security (SMP) Regs 1986, Statutory Paternity Pay and Statutory Adoption Pay (Administration) Regulations 2002	Secure shred / delete
Wages, Salary, Overtime, Bonuses & Expenses	6 years after end of tax year	HMRC PAYE, NMW, Limitation Act 1980	ITEPA 2003, Limitation Act 1980	Secure shred / delete
Working Time / Hours Records	2 years from date records were made	Working Time Regulations 1998 r9	WTR 1998 r9	Secure shred / delete
Personnel — Disciplinary & Grievance				
Disciplinary — Verbal Warning (proven)	6 months from date of warning, then destroy	ACAS Code of Practice on Disciplinary and Grievance Procedures — spent after 6 months	ACAS Code of Practice 2015	Secure shred / delete once spent
Disciplinary — Written Warning (proven)	12 months from date of warning, then destroy	ACAS Code of Practice — spent after 12 months for first written warning	ACAS Code of Practice 2015	Secure shred / delete once spent
Disciplinary — Final Written Warning (proven)	18 months from date of warning, then review	ACAS Code of Practice — typically 12-18 months; review at expiry	ACAS Code of Practice 2015	Secure shred / delete once spent
Disciplinary — Dismissal Records	6 years after termination of employment	Limitation Act 1980 — potential unfair dismissal / wrongful dismissal claim in County Court	Limitation Act 1980, Equality Act 2010	Secure shred / delete

Disciplinary — Matters Involving Safeguarding / Children	Indefinite	No limitation period for certain safeguarding matters, DBS referral obligations	Police Act 1997, Safeguarding Vulnerable Groups Act 2006	N/A — never destroy
Disciplinary / Grievance Investigation — Unproven	Destroyed immediately after investigation or appeal is concluded	Data minimisation — UK GDPR, ACAS guidance	UK GDPR Art 5(1)(e), ACAS guidance	Immediate secure shred / delete — document destruction in disposal log
Grievance Records (resolved, no further action)	6 months–6 years depending on outcome and risk	ACAS Code of Practice, Equality Act 2010, Limitation Act 1980. Minor resolved grievances: 6 months. Grievances with potential legal claim: 6 years.	ACAS Code of Practice 2015, Limitation Act 1980	Secure shred / delete
Health & Safety				
Accident Books & Incident Reports	3 years from date of accident (minimum)	RIDDOR 2013, Limitation Act 1980. Extend retention if claim has been initiated.	RIDDOR 2013, Limitation Act 1980	Secure shred / delete
Medical records containing details of employee exposed to asbestos or specified by the Control of Substances Hazardous to Health Regulations 1999	40 years from date of last entry	COSHH Regs 2002 reg 11, Control of Asbestos Regs 2012 — long latency of occupational disease	COSHH Regs 2002, Control of Asbestos Regs 2012	Secure shred / delete
Medical Examination Certificates	4 years from date of issue	Only kept while operationally relevant MHSWR 1999	Management of H&S at Work Regs 1999	Secure shred / delete
Records relating to accidents to — persons over 18 years	3 years from date of accident	Only kept while operationally relevant Limitation Act 1980 s11 — personal injury claims must be	Limitation Act 1980, RIDDOR 2013	Secure shred / delete

		brought within 3 years of the incident		
Records relating to accidents to — persons under 18 years	Until 21st birthday (minimum)	Limitation Act 1980 — minors' limitation period runs from 18th birthday	Limitation Act 1980: s28	Secure shred / delete
Asbestos Survey & Removal Records (premises)	40 years	Control of Asbestos Regulations 2012	Control of Asbestos Regs 2012	Secure shred / delete
Parks & Play Area Inspection Reports	5 years	Limitation Act 1980 — personal injury claims (3 years) plus buffer	Limitation Act 1980, HSE guidance	Secure shred / delete
Repairs Job Sheets	2 years	Limitation Act 1980 / operational	Limitation Act 1980	Secure shred / delete
Periodic Machinery / PAT / Equipment Calibration Tests	Until next test + 2 years	PUWER 1998, LOLER 1998, HSE guidance	PUWER 1998, LOLER 1998	Secure shred / delete
Warranties	10 years	Consumer Rights Act 2015 / manufacturer period	CRA 2015	Secure shred / delete
Waste Collection / Disposal Records (general)	3 years	Environmental Protection Act 1990; Waste (England & Wales) Regs 2011	EPA 1990; Waste Regs 2011	Secure shred / delete
Waste Disposal Records (hazardous)	3 years minimum; 10 years recommended	Hazardous Waste Regs 2005; Environment Agency guidance	Hazardous Waste Regs 2005	Secure shred / delete
Risk Assessment Forms	As long as assessment remains current + 3 years	MHSWR 1999, HSE best practice	MHSWR 1999; HSE guidance	Secure shred / delete
Manual Handling Assessment Forms	3 years	Manual Handling Operations Regs 1992	MHOR 1992	Secure shred / delete
Planning				
Planning applications — large	10 years via Planning Authority	For comparison against later revisions; potential judicial review (3 months); Limitation Act 1980	TCPA 1990; Limitation Act 1980	Secure shred / delete

Planning Applications — small	6 years via Planning Authority	Limitation Act 1980 and available from SBC	TCPA 1990; Limitation Act 1980	Secure shred / delete
Planning Policies	While relevant + 6 years	Limitation Act 1980 coverage; historical reference	TCPA 1990; Limitation Act 1980	Secure shred / delete
Communications				
Haydon Wick Living Magazine	Indefinite	Legal Deposit Libraries Act 2003 — deposit copy with British Library	Legal Deposit Libraries Act 2003	Archive / British Library deposit
Advertisers' Details	5 years after subscription / arrangement ends	Limitation Act 1980 (contract); GDPR data minimisation	Limitation Act 1980; UK GDPR	Secure shred / delete
Subscriber / Deliverer / Contributor Details	1 year after end of relationship	Data minimisation; UK GDPR	UK GDPR Art 5(1)(e)	Secure shred / delete
Leisure Gardens, Community Bus & Room Bookings				
Leisure Gardens — Tenant Details & Payment Records	6 years after tenancy ends	Limitation Act 1980 (tenancy disputes / rent); VAT if applicable	Limitation Act 1980	Secure shred / delete
Community Bus — Passenger Details & Payment Records	6 years	Limitation Act 1980; potential personal injury claims	Limitation Act 1980	Secure shred / delete
Room Bookings — Forms (paper)	1 year	Operational relevance	NALC guidance; UK GDPR	Secure shred / delete
Room Bookings — Electronic Booking Information	5 years	Statistical / accountability	UK GDPR Art 5(1)(e); ICO guidance	Secure delete

Version	Date	Author	Notes
1.0	October 2019	Georgina Morgan-Denn Chief Officer to Council	Adopted 15th October 2019 – FC 123.1 A
1.1	October 2020	Georgina Morgan-Denn Chief Officer to Council	Amended and approved at Full Council 27 th October 2020 – FC123.3A
2.0	July 2026	Georgina Morgan-Denn Chief Officer to Council	Full revision — retention periods updated to reflect ACAS, CIPD, ICO, NALC LTN40 and Limitation Act 1980 guidance. Additional sections and schedule entries incorporated to reflect current legislative and best practice requirements. Minute Reference XXXXX – FC XXX