

## Arthuret Parish Council

### Document Retention Policy

Information and data is received and recorded in various ways and may be retained either electronically or in paper form. Although the council should not retain documents longer than necessary there is a minimum retention period for both legal and historical reasons. The council must comply with the General Data Protection Regulations so that personal information is not retained longer than necessary,

Documents are archived both in the Council Office or Cumbria County Council archives. Minute books are legal documents and kept forever, as are Receipts and Payment accounts, Asset Register, Leases, Title Deeds and legal agreements.

Historical documents, quotations and tenders will be kept indefinitely.

Bank statements, cheque books, and stubs, paid cheques, VAT records, and Receipt books, paying in books, invoices and petty cash records are retained for 6 years.

Insurance policies are retained for 2 years.

Disposal of records will depend on the nature of the information. If non confidential disposal in a bin, all confidential records should be shredded and records on the computer deleted.

A record should be kept of the name of the documents, date of disposal and method used.

Planning Applications and all relevant documents and decisions are kept by Cumberland Council as the Planning Authority. The parish council can dispose of all planning applications received once a decision has been taken by the council and therefore minuted.

Arthuret Parish Council will review the Policy as is necessary and at a minimum on an annual basis.

Reviewed and readopted 13<sup>th</sup> May 2024