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| Hunshelf Parish Council | |
| To: | Meeting 19th March 2018 |
| From: | David Horsfall |
| CC: |  |
| Date: | 3/16/2018 |
| Re: | Document Retention |
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**Retention and Disposal**

I have many years of documents stored in boxes. I have asked BMC for guidance and searched online for other parish councils as to how long such papers and digital records should be stored

The general ethos is as long as they are in use and needed. This is not a great deal of help, but as you may guess, some records need to be held for a long time. Minutes, Chats and deeds need to be stored indefinitely. This we do. The deeds are in the parish council solicitor’s office and the minutes and Chat in BMBC Archives as well as on our web site.

Invoices and receipts need to be kept only until the audit is completed each year, as are Cheque book stubs

Ongoing files, for example the Delf Field project, should be kept until that work is complete.

General correspondence can be disposed of as soon as it is dealt with. In practice we should set a time limit for such items. I suggest two years would be sensible to allow for the Clerk to look back at various items,

I suggest that I be asked to destroy all old files, except those still in use, to keep a record of the accounts for 7 years (but not the paper documents). This instruction to include all digital files from past years.

The means of disposal needs to be considered. There are far too many files to burn on the back of my fire at home. Placing them in the paper recycling bin is not an option because of data protection (possibly we could get away with it if we did this before the deadline of 25th May or whatever when the new DPR come into law?)

This would suggest that the files should be shredded and then disposed of via some recycling system

**Recommendations**

1. At the next meeting we adopt a document disposal scheme based on the above criteria
2. We purchase a shredder and some plastic bags

**David B Horsfall**

**Clerk to Hunshelf Parish Council**