

Stonesfield Parish Council

Retention and Disposal Policy

1. Introduction

Stonesfield Parish Council (“the Council”) recognises the importance of managing its records effectively. This policy sets out how the Council retains, reviews and disposes of records in a consistent, lawful and secure manner.

2. Legal Framework

This policy is made with reference to:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000
- Local Government Act 1972
- Guidance issued by the Information Commissioner’s Office (ICO)

3. Scope

This policy applies to all records created, received or maintained by the Council, regardless of format, including paper records, electronic files, emails, photographs and archived material.

4. Principles of Retention

The Council will ensure that records are:

- Kept only for as long as they are required for legal, operational or historical purposes
- Accurate, complete and accessible during their retention period
- Reviewed regularly to determine whether continued retention is necessary

5. Retention Periods

Records will be retained in accordance with the Council’s retention schedule, which is based on statutory requirements and recognised local government best practice. The retention schedule is maintained by the Clerk.

6. Disposal of Records

Once a record has reached the end of its retention period, it will be securely disposed of. Paper records will be shredded or otherwise destroyed securely, and electronic records will be permanently deleted.

7. Archiving

Records of historical or evidential value may be archived rather than destroyed. Archived records will be stored securely and access will be controlled.

8. Responsibilities

The Council is responsible for ensuring compliance with this policy. The Parish Clerk is responsible for day-to-day records management, including maintaining the retention schedule and overseeing disposal.

9. Data Protection and Confidentiality

Personal data contained within records will be handled in accordance with the Council's Data Protection and GDPR Policy at all stages of retention and disposal.

10. Review

This policy will be reviewed periodically to ensure it remains compliant with legislation and best practice.

Adopted: 6 May 2026