



Data Retention and Disposal Schedule

1. Introduction

This schedule sets out the periods for which Goring-on-Thames Parish Council (“the Council”) will retain various categories of records and personal data, and the methods by which they will be securely disposed of when no longer required.

It forms part of the Council’s commitment to compliance with the **UK General Data Protection Regulation (UK GDPR)**, the **Data Protection Act 2018**, and the **Data (Use and Access) Act 2025 (DUAA)**. The Schedule should be read alongside the Council’s **Data Protection Policy** and **Requests for Information Policy**.

The retention periods below are based on statutory requirements, recognised best practice, and the Council’s operational needs.

2. General Principles

- Personal data will be kept only for as long as necessary to fulfil the purpose for which it was collected.
- Records that are no longer required will be securely destroyed, either by shredding (for paper records) or by secure electronic deletion.
- The retention of all records will be subject to annual review by the Clerk and/or Data Protection Officer.
- Records required for historical or archival purposes may be transferred to the **County Records Office** or other authorised archive.

3. Retention Schedule

Category / Record Type	Retention Period	Notes / Disposal Method
GOVERNANCE & ADMINISTRATION		
Council and Committee minutes (signed master copy), agenda and appendices	Permanent	Deposit in archive or retain indefinitely
Draft minutes and working papers	Until approved	Destroy after approval
Declarations of acceptance of office	Duration of office + 1 year	Destroy
Register of members’ interests	As long as current	Retain while councillor holds office
Members’ contact details	Duration of office	Review annually
Policy documents	Current version + previous version	Review before disposal



Category / Record Type	Retention Period	Notes / Disposal Method
Correspondence (routine)	6 months	Destroy unless of historical value
Complaints (not involving legal action)	2 years after closure	Destroy securely
Complaints (involving legal action)	7 years after closure	Retain longer if legally required
Electoral register	1 year after replaced	Destroy securely
General information	6 months unless still current	Destroy securely
HUMAN RESOURCES		
Employee personnel files	7 years after employment ends	Destroy securely
Recruitment records (unsuccessful applicants)	6 months	Destroy securely
Payroll and tax records	7 years	Required by HMRC
Pensions records	7 years after benefits end	Retain longer if required by scheme
Annual leave, sickness, and training records	3 years	Destroy securely
Disciplinary and grievance records	7 years after closure	Destroy securely
FINANCE & ACCOUNTING		
Annual accounts and audit papers	Permanent	Statutory record
Bank statements and paying-in books	7 years	Destroy securely
Cheque book stubs	7 years	Destroy securely
Invoices and receipts	7 years	Destroy securely
VAT records	7 years	Destroy securely
Grant applications and awards (received)	7 years after completion	Destroy securely
Grant applications (made by Council)	7 years after completion	Destroy securely
Insurance policies (expired)	2 years	Destroy securely
Certificates of insurance (employers liability)	Permanent	Retain indefinitely
Certificates of insurance (public liability)	Permanent	Retain indefinitely
Investments and loans documentation	7 years after redemption	Destroy securely
Tenders / Quotations	7 years	Destroy securely



Category / Record Type	Retention Period	Notes / Disposal Method
ASSETS & PROPERTY		
Title deeds, leases, and agreements	Permanent	Legal record
Maintenance logs and inspection reports	Life of asset + 7 years	Destroy securely
Asset register	Life of asset	Retain while relevant
Hire/booking records (Sports grounds, etc.)	7 years	Destroy securely
Burial ground records	Permanent	Historical importance
HEALTH & SAFETY		
Accident books and incident reports	3 years (adults) / 25 years (children)	Retain longer if claim possible
Risk assessments	3 years after superseded	Destroy securely
Fire safety and inspection records	7 years	Destroy securely
Equipment inspection records	Life of equipment + 7 years	Destroy securely
PLANNING & DEVELOPMENT		
Planning applications (Council copies)	Not retained - planning applications and relevant decision notices are available at South Oxfordshire District Council.	Retain minutes of Planning Committee indefinitely
Neighbourhood Plan documentation	Permanent	Final version held by SODC
Consultation responses	1 year after any related decision	Destroy securely
COMMUNITY ENGAGEMENT		
Surveys and consultation data	1 year after analysis	Anonymise and destroy originals
Mailing lists / newsletters	Until consent withdrawn or list refreshed (max 2 years)	Delete upon unsubscribe
Event management records	3 years after event	Destroy securely
Photographs / media (with consent)	As long as consent valid or purpose relevant	Review regularly



Category / Record Type	Retention Period	Notes / Disposal Method
INFORMATION MANAGEMENT		
Freedom of Information requests	3 years after closure	Destroy securely
Data Subject Access Requests	3 years after closure	Destroy securely
Data breach logs	7 years	Retain for accountability
CCTV footage (if applicable)	30 days unless required for investigation	Automatic deletion preferred

4. Secure Disposal Methods

- Paper records: Cross-cut shredding or disposal by a certified confidential waste contractor.
- Electronic records: Secure deletion or physical destruction of storage media.
- Archived data: Transferred securely to authorised archives (e.g., County Records Office) where appropriate.

A record of destruction (date, method, and authorisation) shall be maintained for accountability.

5. Monitoring and Review

The Clerk, in consultation with the Data Protection Officer, shall monitor compliance with this schedule. This schedule will be reviewed annually and updated as required to reflect:

- Legislative changes;
- Guidance from the Information Commissioner's Office (ICO) or National Association of Local Councils (NALC); and
- Operational or administrative developments within the Council.

Signed: _____
(Sonia Lofthouse - Chairman)

10 November 2025