ANDOVER TOWN COUNCIL

Record Retention Scheme 2026

1. Purpose

This Records Retention Scheme explains how long Andover Town Council keeps different types of records and how it securely disposes of them. It supports compliance with:

- Data Protection Act 2018 / UK GDPR
- Freedom of Information Act 2000
- Local Government Act 1972
- Limitation Act 1980
- Environmental Information Regulations 2004

The scheme supports transparency, accountability, and effective records management.

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2. Scope

This scheme applies to the following:

- All Councillors
- Council staff
- Contractors acting on behalf of the Council

It covers all formats, including:

- Paper records
- Electronic documents
- Emails
- Audio recordings and transcripts

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3. Principles

- Records will be kept only as long as necessary
- Records must be secure, accurate, and accessible
- Disposal will be timely and confidential

Version	Date	Minute Number	Approved by	Review Date
1.1 (26)	1 July 2026		Policy and Resources	Every three years Or Following legislative or operational changes
			Full Council	

- Permanent records will be archived appropriately

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4. Retention Schedule

4.1 Governance and Administration

Record Type	Retention Period	Action
Minutes (Council & Committees)	Permanent	Archive
Agendas	6 years	Destroy
Supporting reports for minutes	6 years	Destroy
Councillor declarations of interest	6 years after end of term	Destroy
Standing Orders / Financial Regulations	Superseded + 6 years	Destroy
Policies (general)	Superseded + 6 years	Destroy

4.2 Finance

Record Type	Retention Period	Action
Annual accounts and audit records	6 years	Destroy
VAT records	6 years	Destroy
Invoices (paid)	6 years	Destroy
Payroll records	6 years	Destroy
Bank statements	6 years	Destroy
Insurance policies and claims	6 years after settlement	Destroy

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4.3 Personnel

Record Type	Retention Period	Action
Staff personnel files	End of employment + 6 years	Destroy
Employment contracts	End of employment + 6 years	Destroy
Recruitment records (unsuccessful candidates)	6 months	Destroy
Accident reports (staff)	3 years (or longer if required)	Destroy
Pension records	Permanent	Archive

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4.4 Property and Assets

Record Type	Retention Period	Action
Title deeds	Permanent	Archive
Leases	Term + 6 years	Destroy
Asset register	Permanent	Archive
Maintenance records	6 years	Destroy
Health & safety risk assessments	Until superseded + 6 years	Destroy

4.5 Legal and Complaints

Record Type	Retention Period	Action
Complaints files	6 years after closure	Destroy
Legal case files	6 years after closure (or longer if required)	Review/Destroy
Contracts	Term + 6 years	Destroy

4.6 Planning and Community Matters

Record Type	Retention Period	Action
Planning consultation responses	6 years	Destroy
Community project records	6 years after completion	Destroy
Grant applications (successful)	6 years after completion	Destroy
Grant applications (unsuccessful)	2 years	Destroy

4.7 IT and Communications

Record Type	Retention Period	Action
Emails (routine)	Up to 2 years	Delete
Emails (significant decisions)	6 years	Archive/Destroy
Website content	Superseded + 6 years	Archive/Destroy
Social media records	2 years	Review/Delete

5. Disposal Procedures

- Paper records must be cross-shredded or securely destroyed

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- Digital records must be permanently deleted
- Confidential records must be disposed of using approved secure methods
- A disposal log should be maintained

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6. Archiving

Records identified for permanent retention should:

- Be clearly labelled
- Be Stored in a secure archive system
- Be Transferred to Hampshire Archives where appropriate

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7. Responsibilities

- Town Clerk: Overall responsibility for records management
- Staff: are responsible for Day-to-day compliance with retention rules
- Councillors: are responsible for records they create

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