

Horsted Keynes Parish Council – Retention of Records Procedure

1. Scope

All Parish records, whether analogue or digital, are subject to the retention requirements of this procedure.

2. Responsibilities

The Clerk is responsible for:

- a) the retention of these records because they are the information asset owners.
- b) ensuring that all personal data is collected, retained and destroyed in line with the requirements of the Data Protection Act 2018.
- c) the retention of financial (accounting, tax) and related records.
- d) the retention of all Health & Safety records.
- e) the retention of all other statutory and regulatory records.
- f) the storage of data in line with this procedure.
- g) ensuring that retained records are included in business continuity and disaster recovery plans.

3. Procedure

The required retention periods, by record type, are recorded in the 'Retention & Disposable of Records' document under the following categories:

- a) Record Type / Category.
- b) Retention Period.
- c) Retention justification (if not consistent with legislation, regulation, or guidance).
- d) Record Medium.
- e) Location.
- f) Secure disposal method (including proof).

For all electronic storage media, capacity does not exceed 90% of the manufacturer's recommended storage life. When the maximum of 90% of expected life is reached, the stored data is copied onto new storage media.

The Clerk, as the Data Protection Officer is responsible for destroying data once it has reached the end of the retention period as specified in Secure Disposal Method. Destruction must be completed within 30 days of the planned retention period. Destruction is handled as follows:

- a) Internal drive (HDD/SDD).
Delete document, then empty recycle bin.
- b) Portable/removable storage media.
Delete document, then empty recycle bin. If media is 'empty', format the drive for additional security.