



**PORTREATH**  
PARISH COUNCIL

## **Documentation Retention Policy**

**Adopted: 12<sup>th</sup> May 2025**

# **Document Retention Policy**

## **Introduction**

Portreath Parish Council recognizes that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council.

## **Scope of the policy**

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

A small percentage of the Parish Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

## **Responsibilities**

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk.

The Clerk will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely fashion.

The Parish Council will only keep data for as long as it is necessary to do so.

## **Relationship with existing policies**

This policy has been drawn up within the context of:

- Freedom of Information policy
- General Privacy Notice
- Privacy Notice
- Publication Scheme

and with other legislation or regulations (including audit and Statute of Limitations) affecting the Parish Council.

## **Retention Schedule**

Documents and records should be retained until they are no longer needed. Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention

schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. Members of staff and Councillors are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems. The retention schedule refers to record series regardless of the media in which they are stored.

## Planning Applications

All planning applications and relevant decision notices are available from Cornwall Council. There is no requirement to retain duplicates locally. The Parish Council recommendations in connection with these applications are recorded in the Council minutes and are retained indefinitely. Correspondence received in connection with applications will be retained as stated below.

### Review:

[illegible]