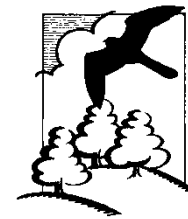


Hawkhurst Parish Council

Retention and Disposal Policy



August 2021

Introduction

As part of general good practice but also GDPR we should have a retention and disposal policy / processes.

Retention Policy

The basic principle is that we should only retain what we need to and should dispose of items appropriately. Using NALC guidance November 2016 and discussions with the Internal Auditor the following disposal dates are proposed.

Subject	Length of time
Finance / VAT	7 years
Strategy / policy	7 years
Fraud	Retain
Asset management	Retain
Cemetery	Retain
Recreation	5 years
Administration	5 years
Legal	Retain
Neighbourhood development Plan ¹	5 years
Transport	5 years
Allotments	Retain
Housing	5 years
Planning applications ²	Until development completed
Planning policy ³	5 years
Community Centre ⁴	12 years from completion
Travelling community	Retain
Historical	Retain

Note

1. Retain NDP until latest NDP / TWBC Local Plan review is completed and then review files.
2. Planning applications review those that are not available electronically on TWBC planning portal and then dispose of appropriately.
3. Retain Planning Policy until latest TWBC Local Plan review is completed and then review files.

4. Retain documents relating to Community Centre, Village Hall etc for up to 12 years after completion

Once we have disposed of some files we may need to restructure remaining files / filing boxes.