

FINDOCHTY COMMUNITY COUNCIL

Records Retention and Destruction Policy

Retaining records responsibly and disposing of them securely

Authority	Moray Council Scheme of Establishment (2025–2029) / UK GDPR
Version	1.1
Date Adopted	[date]
Review Period	Annual

This policy sets out how Findochty Community Council retains and securely disposes of its records. It applies to both paper and electronic records, including emails relating to official business.

1. Principles

Findochty Community Council shall:

- retain records only for as long as necessary for their purpose
- ensure records are accurate, accessible and secure
- comply with legal, audit and Scheme requirements
- securely dispose of records when they are no longer required

2. Scope

This policy applies to all records held by the Community Council, including:

- paper documents
- electronic documents and files
- emails forming part of official business
- financial records
- membership and governance records

3. Responsibilities

- The Secretary is responsible for the management of general governance, correspondence and meeting records.
- The Treasurer is responsible for financial records.
- All members must comply with this policy and handle records appropriately.

4. Retention Schedule

Record Type	Retention Period	Notes
Minutes of meetings	Permanent	Historical and legal record of all decisions taken.
Annual accounts	Current year + 6 years	Audit and financial reference. Independently examined accounts.
Financial records	Current year + 6 years	Includes bank statements, invoices, receipts, pay-in books, spreadsheets and similar records.
Grant records	6 years after completion	Includes applications, award letters, monitoring reports and expenditure records. Check individual funder requirements - some specify longer periods.
Agendas	Permanent	Retained alongside minutes as part of the meeting record. May be relevant to disputes or complaints.
Draft meeting notes	Until minutes approved	Draft notes may be destroyed once the minutes have been approved at the following meeting.
Planning and consultation records	3 years minimum	Includes consultation responses and representations submitted by the Community Council. Retained to cover planning appeal timescales.
Membership records	Duration of term + 6 years	Includes nomination forms, co-option records, resignation letters and membership correspondence.
Correspondence with Moray Council	6 years	Governance correspondence retained for the full reference period.
General correspondence	Until no longer required	Retained while administrative use remains. Routine correspondence may be deleted once resolved.
Data protection records	Current year + 1 year	Retained to demonstrate compliance with UK GDPR.
Insurance documents	Policy summaries: permanent. Supporting documents: 6 years after expiry.	Historic cover records may be required if claims arise after expiry.

Where a funder or external body specifies a longer retention period for particular records, that requirement takes precedence over this schedule.

5. Electronic Records

Electronic records are subject to the same retention periods as paper records. This includes:

- files stored on shared drives or cloud storage
- emails forming part of official decisions or financial matters
- any other digital records relating to Community Council business

Routine emails that have no ongoing administrative use may be deleted when no longer required. Emails that document decisions, financial activity or significant correspondence must be retained in accordance with the schedule above.

6. Storage and Security

All records must be:

- stored securely, whether in paper or electronic form
- protected from loss, unauthorised access or damage
- accessible to the relevant officer when required

Records containing personal data must be handled in accordance with the Data Protection Policy and UK GDPR.

7. Secure Destruction of Records

When records reach the end of their retention period, they must be securely destroyed:

- paper records containing personal or sensitive information must be shredded
- electronic records must be permanently deleted (including from backups and cloud storage where practicable)

A Document Destruction Log shall be maintained, recording:

- type of record destroyed
- date range of the records
- date of destruction
- name of the person authorising destruction

The Destruction Log itself shall be retained permanently. Destruction must be authorised by the Secretary or Treasurer.

8. Review

This Records Retention and Destruction Policy shall be reviewed annually and updated as required.

Adopted by Findochty Community Council on: _____

Signed (Chairperson): _____

Signed (Secretary): _____