

# Document Retention Schedule



**YORKSHIRE DALES**  
National Park Authority

This document sets out guidelines on the retention/disposal of **all records**, regardless of format, held by the Yorkshire Dales National Park Authority, and defines how long those records should/might be retained before they are either destroyed or transferred for archiving.

In terms of personal information, current legislation requires that that personal data should only be retained **for the duration of the purpose for which it was collected, or associated records**, but offers no statement or guidance on record retention for the purposes or audit, archive, reference etc, instead leaving retention decisions to individual bodies.

## Definitions and terminology

“Records” are defined as information created, received and maintained as evidence and information by an organisation or person in pursuance of legal obligations or in the transaction of business

“Retention” usually means the length of time for which records are to be kept, prior to disposal. Some records, for example committee papers, planning applications and decisions or legal documents, there is a statutory requirement to retain for a specified period/in perpetuity. For other records, the retention period is discretionary and a judgement must be made by the “owner” of that record.

“Disposal” in this context does not just mean destruction: it includes any action taken [or yet to be taken] to determine the fate of records including transfer to a permanent archive.

Where it is not possible to determine the timescale for disposal of the records, they will be scheduled for review at a later date

<b>Subject of record</b>	<b>Suggested Retention period</b>
Authority and Committee meetings; minutes, reports, agendas etc	In perpetuity
Audio recordings	Minimum 12 months
Authority plans, policies, strategies, annual reports, consultation documents etc	In perpetuity
Legal documents eg grants, papers related to litigation/public enquiries, legal agreements, insurance claims.	6 years after expiry, unless of general public interest in which case consider offering to public archives
Contracts under seal, leases	12 years
Title deeds	In perpetuity
Health & safety records, accident books etc	6 years after closure
Planning applications and applications for legal consents, including rights of way	Name, address, nature of application & decision: in perpetuity. Financial/medical information: 20 years.

Enforcement cases etc	Name, address, summary of case and outcome: in perpetuity. Other information: 20 years.
Staff records	6 years after leaving service <i>[except for pensions information, which is kept separately and retained for the lifetime of the person]</i>
CRB check results, unsuccessful job applications	6 months
Details of Volunteers	6 years after ceasing to be a Volunteer
Information re Authority Members	6 years after Membership ceases, apart from name, contact details, and record of service on the Authority, which will be kept in perpetuity.
Members' Register of Interests record	12 months after ceasing to be a Member [unless outstanding complaint against him/her]
Personal Information re any other individuals with whom we have financial dealings (including recipients of grants and other assistance).	6 years after payments cease.
Complaints, Ombudsman references and allegations of breach of the code of conduct.	6 years after final reply to complainant.
Personal details of Individuals relevant to Dales history, culture etc.	In perpetuity, subject to the consent of the individual, and Dales Countryside Museum (DCM) policies on collecting.
Historic Environment Record, publicly accessible registers, documents relating to listed buildings, conservation areas	In perpetuity
Events publicity mailing	2 years from the event
Education enquiries	6 months
Education / outreach / events group visits	6 years from the event
Evaluation / leaders report form	1 year from the event unless accident information recorded, in which case 6 years
Contact details of group organisers	2 years from last event
Accounting/finance:	In perpetuity
Financial Ledgers, Pension Records	In perpetuity
Payroll information including amendment sheets, timesheets and copies of P60s	7 years
All other financial records including VAT records, insurance files and contracts	6 years

All records in connection with European Union-funded grants	20 years; other grants may stipulate different retention periods.
Contractual records	6 years after end of contract
Unsuccessful Quotations or Tenders for contracts	1 year
Internal audit	Current year plus 6 years
Press and public relations	Varies between 1 month (press cuttings) to 6 years
Project records	Varies between 1 year and 6 years following completion of project
Resource management	6 years unless needed for operational purposes
Files of general correspondence	6 years

December 2016