



## **Anglia Revenues Partnership**

### **PAPER DATA RETENTION POLICY**

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# Data Retention Policy

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## Data Retention Policy

### **ANGLIA REVENUES PARTNERSHIP**

**Legislation: Data Protection Act 1998  
Human Rights Act 1988  
Freedom of Information Act 2000**

#### **1. INTRODUCTION**

1.1 This document sets out the Document Retention Policy for the Anglia Revenues Partnership (ARP).

1.2 It covers the 'lifespan' of records and information that is held, in both paper and electronic form from creation through to destruction or retention.

1.3 The policy explains ARP's approach to data retention, and Appendix A shows the retention period for each type of information listed

#### **2. CHANGES TO THE POLICY**

2.1 The Policy name has changed from Document Retention to Data Retention.

2.2 Documents scanned and indexed on the Electronic Document Management System (EDMS) will be held for 3 months (previously 6 months), EDMS it has been found to be reliable and accurate for Benefit and Council Tax documents and through good training and accurate scanning and indexing confidence has grown.

2.3 The management team are confident that this change will not reduce the level of service provided to the public.

#### **3. POLICY STATEMENT**

3.1 Breckland Council, Forest Heath District Council, East Cambridgeshire District Council and St Edmundsbury Borough Council working together as The Anglia Revenues Partnership (ARP) under authority of Section 101(b) of The Local Government Act, will endeavour to retain and destroy data securely.

3.2 ARP will retain documents relating to the business in accordance with statute and the requirements of the Data Protection Act 1998.

3.3 This policy will be available to all internal and external stakeholders and will be on the Councils' websites [www.breckland.gov.uk](http://www.breckland.gov.uk), [www.forest-heath.gov.uk](http://www.forest-heath.gov.uk) [www.eastcamb.gov.uk](http://www.eastcamb.gov.uk) [www.stedmundsbury.gov.uk](http://www.stedmundsbury.gov.uk)

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## **4. OBJECTIVE**

4.1 This policy is provided to ensure that the Local Authorities through the ARP fulfil their statutory requirements and to set out clear objectives for retaining and destroying documents.

4.2 The Data Protection Act 1998 covers how information about living identifiable persons is used.

4.3 Other documents and records held by the Partnership are held according to statute.

## **5. THE PRINCIPLES**

5.1 To comply with the principles of the Data Protection Act documents must be:

1. stored securely and appropriately having regard to the sensitivity and confidentiality of the material recorded
2. retrievable and easily traced
3. retained for only as long as necessary
4. disposed of appropriately to ensure that copyrights are not breached and to prevent them falling into the hands of unauthorised personnel

### **Statute requires retention for a longer period (see Appendix A)**

5. The record contains information relevant to legal action which has been started or is in contemplation
6. Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed
7. The record should be archived for historical or research purposes, e.g. the record relates to an important policy development or relates to an event of local or national purpose (see Appendix B for further guidance)
8. The records are maintained for the purpose of retrospective comparison
9. *The records relate to individuals or providers of services who are judged unsatisfactory. The individuals may include employees who have been the subject of serious disciplinary action*

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Reference should be made to Appendix A, which sets out retention periods which must be complied with for specified records.

## **6. EQUALITY**

6.1 The ARP is committed to equality of opportunity and valuing diversity in both the provision of services and in its role as a major employer.

6.2 We believe that everyone has the right to be treated with dignity and respect.

6.3 We are committed to the elimination of unfair and unlawful discrimination in all our policies, procedures and practises.

6.4 We are determined to ensure that no member of the public, employee or job applicant receives less favourable treatment on the grounds of their age, child care or other caring responsibilities, disability, gender, HIV status, language, marital status, race, religion, sexuality, membership or non-membership of a trade union, or by any requirement which cannot be shown to be justifiable.

## **7. DATA PROTECTION**

7.1 This policy is compatible with Data Protection requirements and relates to the legal requirement of storage, retention and disposal of documents within the Partnership's care.

## **8. DESTRUCTION AND DISPOSAL PROCEDURES**

8.1 Disposal can be achieved by a range of processes:

- Confidential waste' – *i.e.* making available for collection by a designated refuse collection service
- Physical destruction on site (paper records - shredding)
- Deletion – where computer files are concerned
- Migration of document to external body
- Confidential waste bins will be situated on each floor for daily waste and emptied on a monthly contract.

## **9. IMPLEMENTATION AND TRAINING**

9.1 This policy will be made available to all staff and the principles reinforced with training and management supervision of all staff involved.

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## **10. COMPLAINTS**

10.1 The respective Council's individual "Compliments and Complaints Procedure" (available on each of the Councils' websites) will be applied in the event of any complaint received about this policy.

## **DISTRIBUTION**

This Policy will be available to all staff and the public via the ARP's website. Copies will be made directly available to all staff nominated to assure data quality in their service area.

## **11. POLICY REVIEW**

11.1 This policy will be managed and reviewed every year and, from time to time, updates and re-issues will be circulated.

11.2 However, the policy will be reviewed sooner if a weakness in the policy is highlighted, in the case of new risks, and/or changes in legislation.

11.3 Each section will be responsible for ensuring that this policy is adhered to and effective.

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