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## Document Retention Policy

### Document Details

	Date	By
Drafted	September 2020	Deputy Town Clerk
Reviewed	September 2020	Policy Committee
Adopted	September 2020	Full Council
Revision due	September 2022	Policy Committee

### RETENTION OF DOCUMENTS AND RECORDS MANAGEMENT POLICY

Market Weighton Town Council recognises 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 Town Council. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies
- Retention schedule

### Scope of the policy

This policy applies to all records created, received or maintained by the Town Council in the course of carrying out its function. Records are defined as all those documents which facilitate the business carried out by the Town 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 or electronic copy.

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

### Responsibilities

The Town 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 to the Town Council.

The person responsible for records management will give guidance for good records management system practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.

Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with the Town Council’s records management guidelines.

**Relationship with existing policies**

This policy has been drawn up within the context of

- Freedom of information policy
- Data protection policy

And with other legislation or regulations (including audit and Stature of Limitations) affecting the Town Council.

**Retention Schedule**

Under the Freedom of Information Act 2000, the Town 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 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.

**RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF THE TOWN COUNCIL**

<b>Document</b>	<b>Min Retention Period</b>	<b>Reason</b>
<b>Minutes and correspondence</b>		
Signed minutes of Council Meetings	Indefinite	Archive
Agendas of Council Meetings	Indefinite	Archive
Correspondence & papers on important local issues and activities	Indefinite	Archive
Routine correspondence, papers and emails	Retain as long as useful	Management
<b>Finance and Payroll</b>		
Scale of fees and charges	5 years	Management
Receipt and Payment Accounts	Indefinite	Archive

Accounts/Financial Return	Annual	Indefinite	Archive
Receipt books		6 years	VAT
Bank Statements		Last completed audit year	Audit
Bank Paying-in books		Last complete audit year	Audit
Cheque Book Stubs		Last complete audit year	Audit
Budgetary control papers		2 years + current	Audit
Unsuccessful Quotations and Tenders		1 year	Management
Contracts with suppliers for services		6 years from end of contract	Legal and Audit
Paid invoices		6 years	VAT
Paid cheques		6 years	
VAT records		6 years	VAT
Payroll records		12 years	Legal requirement
Timesheets		Last complete audit year	Audit
<b>Insurance Policies</b>			
Certificate of Employers Liability		50 years	Legal requirement
Certificate of Public Liability		21 years	Legal requirement
Insurance claim records		7 years after all obligations are concluded (allowing for claimant to reach age of 25)	Legal requirement
Policy renewal records and correspondence		While valid	Management
<b>General Management</b>			
Title deeds, leases, agreements, contracts		Indefinite	Audit/Management
Member Allowances		6 years	Tax, Statute of Limitations
<b>For Town Hall bookings</b>			
Lettings diaries		6 years	VAT
Copies of invoices to hirers		6 years	VAT
<b>Cemetery</b>			
Register of burials		indefinite	Management
Register of purchased graves		Indefinite	Management
Register/plan of graves		Indefinite	Management
Applications for internment		Indefinite	Management
Disposal certificate		Indefinite	Management
General correspondence		6 years	Management
<b>Health and Safety</b>			
Accident Book		25 Years from closure	Management
Equipment inspection records		25 years	Management
Premises inspection records		25 years	Management
Risk Assessments		6 years	Management

<b>Members</b>		
Register of members interests	18 months after the individual ceases to be a member	Management
<b>Miscellaneous</b>		
Complaints	5 years after closure of case	Management
Deeds/Leases	Indefinite	Archive
Press releases	6 years	Management
Public consultation: surveys and returns	5 years	Management
Reports, newsletters, etc from other bodies	Retain as long as useful	Management
<b>Personnel/Human Resources</b>		
Application forms (interviewed unsuccessful)	6 months	Management
Disciplinary records	Retain for period of employment	Management
Personnel files (not payroll information)	6 years after ceasing employment	Management
Register of officers' interests	18 months after the officer ceases employment with the Council	Management
<b>Planning</b>		
Applications – All consultative documents including plans	Not retained	Held by Local Planning Authority (East Riding of Yorkshire Council)
Applications upon which the Council has commented	12 months	Management
<b>Projects</b>		
Grant Application Form		
Contract		

There are no firm guidelines for the retention of general correspondence. However, an annual review of all documentation should be carried out with ephemeral items marked for destruction and the remained being considered for archiving.

**Adopted by the Town Council September 2020**