

**BUCKLEY TOWN COUNCIL - RETENTION OF DOCUMENTS AND RECORDS POLICY CONT'D.**

| DOCUMENTS                                                                          | MINIMUM RETENTION PERIOD                                                                   | REASON                                          | WHERE STORED    |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-------------------------------------------------|-----------------|
| <b>PERSONNEL/EMPLOYMENT RECORDS</b>                                                |                                                                                            |                                                 |                 |
| 1. Contracts of Employment (generic)/ Job Descriptions                             | 5 Years after Employee leaves or changes made to Contracts of Employment/ Job Descriptions | For reference purposes                          | Council Offices |
| 2. Vacancy Advertisements and Notes of Interviews Conducted                        | Normally one year after appointment                                                        | New Employees on Six Month Probation            | Council Offices |
| 3. Absence/Leave/ TOIL Records                                                     | Maintained throughout Employees Employment                                                 | For Reference/Review & Recording Purposes       | Council Offices |
| 4. Pension Records                                                                 | Maintained by FCC for Clwyd Pension Fund                                                   | N/A                                             | N/A             |
| 5. Salary Information and Monthly Input                                            | 5 Years                                                                                    | For Audit and Reference Purposes                | Council Offices |
| 6. Mayor & Deputy Mayor Allowances paid through Payroll Service                    | 5 Years                                                                                    | For Audit and Reference Purposes                | Council Offices |
| <b>DOCUMENTS</b>                                                                   |                                                                                            |                                                 |                 |
| <b>ADMINISTRATION RECORDS</b>                                                      |                                                                                            |                                                 |                 |
| 1. Title Deeds                                                                     | Indefinite during Council's Ownership of Asset                                             | Legal Requirement                               | Council Offices |
| 2. Record of Assets Held                                                           | Indefinite/ Regular Reviews/Updates during Council's Ownership of Assets                   | Legal & Audit Requirements                      | Council Offices |
| 3. Standing Orders, including Addendums                                            | Indefinite/ Regular Reviews/Updates during Council's Existence                             | Legal & Audit Requirements                      | Council Offices |
| 4. Members Code of Conduct                                                         | Indefinite/ Regular Reviews/Updates during Council's Existence                             | Legal & Audit Requirements                      | Council Offices |
| 5. Members Allowances                                                              | 10 Years                                                                                   | HMRC Requirements                               | Council Offices |
| 6. Members Register of Interests                                                   | Indefinite as part of Minutes                                                              | Legal Requirement                               | Council Offices |
| 7. Insurance Policies                                                              | 5 Years                                                                                    | To Accommodate any Claims made                  | Council Offices |
| 8. Certificates of Employer's Liability                                            | 21 Years                                                                                   | Legal Requirement                               | Council Offices |
| 9. Insurance Claim Records                                                         | 7 Years after case concluded                                                               | For reference purposes                          | Council Offices |
| 10. Inspection Records re Premises                                                 | 25 Years                                                                                   | For reference purposes                          | Council Offices |
| 11. Accident Book                                                                  | 25 Years                                                                                   | For reference purposes                          | Council Offices |
| 12. Lease Records                                                                  | Maintained during life time/reviews of Leases                                              | Legal Requirement                               | Council Offices |
| 13. Contracts Let                                                                  | Maintained to end of Financial Year Contract has Concluded                                 | Documents not required after Contract Concluded | Council Offices |
| 14. Planning Applications                                                          | 5 Years after Financial Year in which Application considered                               | Held by Planning Authority                      | Council Offices |
| 15. Newsletters from other Bodies                                                  | As long as the document is considered useful                                               | For reference purposes                          | Council Offices |
| 16. Press Releases/ Press Cuttings                                                 | As long as the document is considered useful                                               | For reference purposes                          | Council Offices |
| 17. Surveys and Returns                                                            | As long as the document is considered useful                                               | For reference purposes                          | Council Offices |
| 18. Competition entrants eg. Naming Easter Rabbit, Christmas Card Competition etc. | End of Financial Year in which Competition took place                                      | For reference purposes                          | Council Offices |

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| DOCUMENTS                                                                                                                                                                                | MINIMUM RETENTION PERIOD                      | REASON                                            | WHERE STORED    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------------------------------------------|-----------------|
| <b>ANCILLARY RECORDS</b>                                                                                                                                                                 |                                               |                                                   |                 |
| 1. Consultees                                                                                                                                                                            | 2 years after consultation concluded          | For reference purposes                            | Council Offices |
| 2. Complainants and enquirers about the Council's own services and enquiries about other third-party services eg Unitary Authority Services                                              | 1 year after complaint/enquiry concluded      | For reference purposes                            | Council Offices |
| 3. Photographed individuals at events such as Fun Day, Santa Dash, Christmas Lights Switch On, Fireworks Display and Mayor's Charity Ball                                                | End of Financial Year of Event                | For reference purposes                            | Council Offices |
| 4. Photographs of issues relating to complaints such as anti-social behaviour                                                                                                            | As long as considered necessary               | For reference purposes                            | Council Offices |
| 5. Third Party Emails and contacts details eg individuals, businesses, public sector, voluntary sector, that can be identified with a data subject, incl. expressions of opinion thereof | 6 years - Reviewable                          | For reference purposes                            | Council Offices |
| 6. Contact details of people who donated to Town Council                                                                                                                                 | Indefinite, see requirements re Agendas above | To support minutes                                | Council Offices |
| 7. Certification of overseas pension forms                                                                                                                                               | Indefinite                                    | Permanent record required re use of Official Seal | Council Offices |