

BUCKLEY TOWN COUNCIL

DOCUMENT RETENTION POLICY

PREAMBLE:

1. **Purpose:** Buckley Town Council (BTC) requires a wide variety of documents for transacting its business and is committed to retaining these documents in a format and for periods of time that:
 - a) Enables BTC to meet its statutory obligations in respect of the retention of documents, subject to legislation;
 - b) Ensures security of documents;
 - c) Protects employees' privacy;
 - d) Facilitates access to information;
 - e) Optimises the use of storage space;
 - f) Is cost effective; and
 - g) Facilitates destruction of redundant documents.
2. **Scope:** This Policy applies to users of BTC's information records, both paper and electronic, it includes Councillors and Employees.
3. **Statutory Requirements:** Documents subject to a statutory period of retention are identified with the minimum retention period, the reason for the retention and where they are stored on Appendix A.
4. **Security of Documents:** BTC's records are held in paper and/or electronic format. To minimise the risk of accidental loss of valuable records, masters or copies (as deemed appropriate) paper documents will be stored offsite where appropriate. The only occasion whereby paper documents will be stored offsite will be where archiving is required through a third party.
5. **Employees' Privacy:** The privacy of personnel records will be appropriately assured.
6. **Availability & Access:** All records necessary for BTC's business will be retained for a period of time that reasonably assures the availability of records when needed (see Appendix A for details).
7. **Storage Space and Cost:** Redundant records may be destroyed in order to reduce the cost of storage, indexing and handling the vast quantity of documents that would otherwise accumulate. Destruction of documents will be undertaken through a confidential document destruction facility.

8. **Electronic Storage:** Records maintained on electronic data processing storage media will be subject to the same rules of retention and security as paper records. The maintenance of stored electronic data will be backed-up by offsite arrangements.
9. **Implementation of this Policy:** The Clerk will be responsible for the implementation of this Policy.
10. **Monitoring & Review of Policy:** The Council will review this Policy periodically to monitor its effectiveness, taking into account any comments received or amendments required.

MBW/LG

November 2018

With acknowledgements to JDH Business Services Ltd

BUCKLEY TOWN COUNCIL - RETENTION OF DOCUMENTS AND RECORDS POLICY				APPENDIX A	
DOCUMENTS	MINIMUM RETENTION PERIOD	REASON	WHERE STORED		
MINUTES AND CORRESPONDENCE					
1. Signed Minutes of Council, Committee, Sub Committee & Working Group Meetings	Indefinite	Legal Requirement	Council Offices		
2. Agendas for Council, Committees, Sub Committees & Working Group Meetings	Indefinite	To support Minutes	Council Offices		
3. Signed Attendance Book for Council, Committees, Sub Committees & Working Groups Meetings	Indefinite	For reference purposes	Council Offices		
3. Hand Written Notes from Meetings of Council, Committees Sub Committees and Working Groups	Shredded after typed Minutes are approved at either Council, Committees, Sub Committees or Working Groups	The hand written notes are not a legal record of the Meeting, but if retained can be requested under the Freedom of Information Act	Council Offices, until destruction		
4. Correspondence & Papers on important local issues & Activities	Six Years - Reviewable	For reference purposes	Council Offices		
5. Routine Correspondence, Papers & emails	Six Years - Reviewable	For reference purposes	Council Offices		
FINANCIAL RECORDS					
1. Invoices	Ten Years	VAT Inspection by HMRC	Council Offices		
2. Paid Cheques	Bank now holds paid cheques	N/A	N/A		
3. Cheque Book Stubs	Ten Years	VAT Inspection by HMRC	Council Offices		
4. Bank Paying in Books	Ten Years	VAT Inspection by HMRC	Council Offices		
5. Receipt Books of all kinds	Ten Years	VAT Inspection by HMRC	Council Offices		
6. Bank Statements	Ten Years	VAT Inspection by HMRC	Council Offices		
7. VAT Records/Returns/Reimbursement Notifications	Ten Years	VAT Inspection by HMRC	Council Offices		
8. Cash Book/ Payment Schedules/ Record of Receipts	Indefinite	To Support other Documents & Reference Purposes	Council Offices		
9. Budgetary Prep. Records/ Budgetary Control Records	Ten Years	To Support other Documents & Reference Purposes	Council Offices		
10. Financial Accounts and Annual Return	Indefinite	To Support other Documents & Reference Purposes	Council Offices		
11. Petty Cash & Postage Books	Six Years	Tax, VAT Limitation Act 1980 (as amended)	Council Offices		
12. Grants and donations - Financial Assistance applications where an individual's personal contact details are included	Indefinite, see requirements re Agendas above	To support Minutes	Council Offices		
13. Bursaries - Bursary forms are completed by applicants and retained	Indefinite, see requirements re Agendas above	To support Minutes	Council Offices		
14. Room Hire application forms	Six Years - Reviewable - Financial records	Legal requirement	Council Offices		

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

DOCUMENTS	MINIMUM RETENTION PERIOD	REASON	WHERE STORED
PERSONNEL/EMPLOYMENT RECORDS			
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
DOCUMENTS			
ADMINISTRATION RECORDS			
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

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

DOCUMENTS	MINIMUM RETENTION PERIOD	REASON	WHERE STORED
ANCILLARY RECORDS			
1. Consultees	2 years after consultation concluded	For reference purposes	Council Offices
2. Complainants and enquirers about the Council's own services and enquirers 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