

Whitchurch Town Council

DOCUMENTS RETENTION POLICY (May 2013)

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Record of disposal records	Destroy after 12 years	Common practice
Minute Books-Council & Committee/ Sub-committee	Permanent archive after administrative use	Public Inspection/ Scrutiny
Council/committee meetings notices, agendas, reports & documents	Electronic archive after administrative use	Local decision
Working party agendas, reports	Destroy after 5 years	Local decision
Minute taking notes	Destroy after minutes approved	Local decision
Scales of Fees and Charges	5 years	Management
Receipt and payment(s) accounts	Indefinite, archive hard copy or electronic after 2 years	Audit best practice
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books & Cheque stubs	Last completed audit year	Audit
Agreements between organisations & Partners	Destroy 6 years after expiry	Common practice
Quotations and tenders	12 years	Limitation Act
Contracts & Tendering-all documents	Destroy 6 years after last action except contract under seal (12 years)	Part statutory
Building contracts	Life of building + 15 years	Statutory
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act
VAT records	6 years	VAT
Budget & estimates Working papers	Permanent archive after 3 years 2 years	Statutory Local choice
Accounts & Audits Associated documents	Permanent archive after administrative use concluded. Destroy after administrative use	Common practice
Petty cash, postage and telephone records.	6 years	Tax, VAT, Limitation Act
Timesheets	Last completed audit year	Audit
Salaries and wages documents, Inland Revenues(tax & NI)	12 years	Superannuation
Insurance policies Claims	While valid & permanent archive Destroy after 7 years	Management
Insurance certificates/Employers' Liability Certificates	Indefinite, Archive after 5 years	Management
Investments	Indefinite. Archive after 5 years	Audit, Management
Loans	Destroy 7 years after loan repaid	Common practice
Title deeds, leases, agreements, contracts	Indefinite, archive after 5 years	Audit, Management
Register/file of Members allowances	6 years	Income Tax, Limitation Act
For Halls, Centres, Recreation Grounds - applications to hire - lettings diaries - copies of bills to hirers - record of tickets issued	6 years	VAT
For Allotments		

- register and plans	Indefinite	Audit, Management
For Burial Grounds - Register of fees collected - Register of burials - Register of purchased graves - Register/plan of grave spaces - Register of memorials - Applications for interment - Applications for right to erect memorials - Disposal certificates - Copy certificates of grant of exclusive right of burial	Indefinite	Archives Cemeteries Orders Cremations Regulations
Planning lists, plans & observations	Destroy after 2 years	Local choice
Statutory Development Plans	Destroy 5 years after expiry or when draft superseded	Local choice
Observations	Same	
Consultations on statutory functions e.g. Licensing, Highways	Destroy after 2 years	Local choice
Elections- Register & associated lists	Destroy after 4 years	Local choice (permanent record with Shropshire)
Lists of candidates	Destroy after 4 years	Local choice (permanent record with Shropshire)
Election results	Permanent	Local choice (permanent record with Shropshire)
Member contact details	As long as remain a member of Council	Common practice
Representation- list of members representing the Council on outside bodies	6 years	Local choice
Political party papers	3 years	Common practice
Corporate plans, Strategies, policies Business plans, annual reports, asset reg	Permanent archive after superseded	Common practice
Personnel administration	Destroy 5 years after person leaves Authority (except staff working with children-25 years)	Local choice & statutory
Recruitment & interview documents	1 Year	Equal opportunities claims
Staff team briefs	3 years	Common practice
Equal opportunities, Health & Safety	Destroy 15 years after last action 40 years for asbestos	Common practice
Statutory returns to Government etc.	7 years	Common practice
Operating procedures	2 years after superseded	Local choice
Consultations of public & staff	Destroy after 5 years from closure	Common practice
Record of complaints against Council	Destroy after 6 years	Common practice
Freedom of information	Destroy after 5 years	Common practice
Reviewing the quality, efficiency, or performance of the Council	Destroy after 5 years	Common practice
Publicised work of the Council	One copy to Permanent Archive Destroy others after administrative use	Common practice
Media Relations-records of interactions	Destroy after 3 years	Common practice
Marketing & promotions literature	Destroy after 6 years	Local choice
Civic & Royal events-records of	Permanent Archive after administration concluded	Common practice
Organising documents	Destroy after 7 years	Common practice

Making local byelaws, copies & procedures	Permanent archive after administrative use ended	Common practice
Administration/enforcement of byelaws	Destroy 2 years after conclusion of action	Common practice
Transport management	Destroy 7 years after disposal of vehicle	Common practice
Emergency planning & environmental issues Contaminated land	Destroy 7 years after administration concluded Indefinitely	Common practice