



## **Retention of Documents Policy**

The 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**  
**Retention Schedule**  
**Scope of the Policy**

### **Scope**

This policy applies to all records created, received or maintained by the Town Council in the course of carrying out its functions. 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 copy or electronically.

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 the implementation of this policy is the Clerk to the Town Council who is required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

### **Retention Schedule of Documents and Records**

Under the Freedom of Information Act 2000 Publication Scheme, 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.

The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored. Where variable times are indicated the Council will review storage after the minimum period has elapsed.

<b>Document</b>	<b>Minimum Period</b>	<b>Reason</b>
<b>MINUTES</b>		
Approved minutes	Indefinite	Archive
Draft/rough/notes of minutes taken at meetings	Until minutes are approved	Management
<b>FINANCE</b>		
Receipt and Payment Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Paid invoices	6 years	VAT
VAT records	6 years	VAT
Bank Statements	Last completed audit year	Audit
Paying in books	Last completed audit year	Audit
Cheque stubs	Last completed audit year	Audit
Scales of fees and charges	5 years	Management
Members allowances register	6 years	Tax, Statute of Limitations
Salary records tax and NI	7 years	Audit
<b>PLANNING (see below)</b>		
Permissions	6 years	Compliance
Permissions - on appeal	Indefinite	Precedent
Permissions - commercial or development	Indefinite	Future compliance
Refusals	2 years	Appeals
<b>INSURANCE</b>		
Insurance policies	2 years	Management
Certificates of Employers' Liability Insurance	40 years	Limitation period
<b>OTHER</b>		
Quotations and tenders	12 years /indefinite	Statute of Limitations
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Routine correspondence, papers and emails		Retain as long as useful
Notes from meetings	Until minutes are confirmed	Minutes are signed
Asset register	Indefinite	Audit
Booking policy	7 years	Management
Copies of invoices to hirers	7 years	Management/Audit
Complaints	1 year	Management
General Information	1 year	Management

### **Planning Applications**

All planning applications and relevant decision notices are available at Broadland District Council. There is no requirement to retain duplicates locally. All Town Council recommendations in connection with these applications are recorded in the Council minutes and are retained indefinitely. Correspondence received in connection with applications will be retained until the Council has made a recommendation to Broadland District Council.

### **Town Council Members**

Declarations of acceptance	Term of Office + 6 years	Management
Members register of interests' book	Term of Office + 1 year	Management

Disposal procedures: all documents that are no longer required for administrative reasons should be shredded and disposed of.