

Castle Cary Town Council

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 overall management of the Town Council.

This document provides the policy framework through which this effect 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 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 selection of the Town Council's records may be selected for permanent preservation as part of the Council's archives and for historical interest.

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, and she/he is required to manage the Council's records in such a way to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

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 maintained 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.

Retention of Documents

Document	Minimum Retention	Reason
Minute Books	Indefinite	Archive
Annual Accounts	Indefinite	Archive
Annual Return	Indefinite	Archive
Bank statements	7 years	Audit/management
Cheque book stubs	Last completed audit	Management
Paying in books	Last completed audit	Management
Quotations	7 years	Audit
Paid invoices	7 years	Audit/VAT
VAT Records	7 years	Audit/VAT
Salary records	7 years	Audit
Tax & NI records	7 years	Audit
Insurance policies	Whilst valid	Audit
Cert of Employers Liability	40 years	Audit/legal
Cert of Public Liability	40 years	Audit/legal
Assets register	Indefinite	Audit
Deeds, leases	Indefinite	Audit
Booking policy	7 years	Management
Copies of bills to hirers	7 years	Management/Audit
Declarations of interest	Term of Office + 1 year	Management
Members register of interest book	Term of office + 1 year	Management
Complaints	1 year	Management
General information	3 months	Management
Routine correspondence & e mails	6 months	Management
Projects & Funding applications	Indefinite	Management
Cemetery Documents	Indefinite	Management
Planning applications	All planning applications and decision notices are available at SSDC. There is no requirement to retain duplicates locally. All Town Council recommendations in connection with these applications are recorded in Council minutes and are retained indefinitely. Correspondence received in connection with applications will be retained as stated above.	At Clerks discretion, contentious applications will be retained for ease of retrieval. SSDC website is slow and difficult to trace applications if number unknown

Disposal Procedures

All documents that are no longer required for administrative reasons should be shredded and disposed of.

Penny Steiner 19 September 2016