

## RECORDS MANAGEMENT POLICY

**Key P:** Preserve permanently    **R:** Review    **D:** Destroy

<u>Record</u>	<u>Action</u>	<u>Minimum Retention Period</u>	<u>Reason</u>
<b>Administration</b>			
Signed Minutes of Council, Committee and Sub Committee meetings	P	Indefinite	Archives
Draft Minutes	D	Destroy when Minutes approved	FOI
Reports and other papers circulated with Agenda	R	5 years	
Procedural Standing Orders and Terms of Reference	P	Indefinite	Archives
Councillors' Declarations of Office	P	Indefinite	Archives
Nomination forms for Town Council elections	D	Destroy when election finished	Maintained by HDC
Byelaws and Orders	P	Indefinite	Audit, Management
Title Deeds	P	Indefinite	Audit, Management
Registration of Village Greens, plans, etc	P	Indefinite	Audit, Management
Property registers and terriers, including register and plans for allotments	P	Indefinite	Audit, Management
Maps, plans and surveys of property owned by the Town Council	P	Indefinite	Archives
Correspondence and papers on important local issues or activities	R	Indefinite	Archives
Leases, Agreements, Contracts & Wayleaves	P	Indefinite	Audit, Management
Quotations and tenders	D	6 years	Statute of limitation
Unsuccessful tenders	D	3 years	Challenge
Routine correspondence, papers and emails	D	Retain as long as useful	
Personnel records	D	3 months following staff member leaving council employment	Limitation period
Health & Safety records	P	Indefinite	
Scale of Fees and Charges	D	6 years	Management

Insurance Policies	D	Retain while valid	
Certificates of Insurance against liability for employees	D	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI.2753) Management
<b>Finance</b>			
Income and Expenditure records	P	Indefinite	Archive
Investments	P	Indefinite	Audit, Management
Financial Returns to External Auditor (if general accounts do not survive)	D/P	6 years	Audit
Internal Auditor Reports	D/P	6 years	Audit
Petty Cash books and Rent details (if general accounts do not survive)	D/R	6 years	TAX, VAT, Limitation period
Receipt books of all kinds	D	6 years	VAT
Postage Records	D	6 years	TAX, VAT, Limitation period
Bank Statements, including deposit/saving accounts	D	Last completed audit year	Audit
Bank Paying-in books and cheque book stubs	D	Last completed audit year	Audit
Paid Invoices	D	6 years	VAT
Paid Cheques	D	6 years	Limitation period
VAT Records	D	6 years	VAT
Time Sheets	D	Last completed audit year	Audit
Salaries Records	D	12 years	Superannuation
Member Allowances Register	D	6 years	TAX Limitation
Records relating to parish halls, centres and recreation grounds; applications to hire, lettings diaries, copies of bills to hirers and records of ticket issue.	D	6 years	VAT
Precept books and contribution orders	D	Retain as long as of value	
<b>Property</b>			
Asset Register	P	Continuously updated	
Legal papers relating to sale	P	Indefinite	Archive
Legal papers relating to acquisition	P	Indefinite	
Correspondence relating to maintenance/improvements	R	7 years	
Correspondence relating to rents	R	12 years or dependent upon terms of lease	
Plans, surveys, installation manuals, certificates of approval	R	Retain for life of property/building	

<b>Miscellaneous</b>			
Maps created under provision of the Rights of Way Act 1992	P	Indefinite	Archives
Town Newsletter	D	5 years	
Press cuttings books	P	Indefinite	
Photographs	P	Indefinite	
Any records dating from before 1894 now held by the Town Council	P	Indefinite	Historical
Records of other bodies such as charities, local organisations and <i>ad hoc</i> committees	P	See admin and finances	
ALL burial ground records (registers, plans, applications for internment and memorials and copy certificates of grant of exclusive right of burial)	P	Indefinite	Archives Cemeteries Orders & Regulations
Reports, Guides, handbooks etc received by the Town Council from other bodies	R/D	Retain as long as useful	
Planning applications and related papers for major controversial developments	R	5 Years	Available on HDC website
Planning Applications and related papers for minor works where permission is refused	D	2 Years	Available on HDC website
Planning Applications and related papers for minor works where permission is granted	D	2 years	Available on HDC website
Civic Invitation Lists	R	Current lists only – previous municipal year lists destroyed within six months	

<b>Responsible Officer</b>	Town Clerk	<b>Date effective from</b>	2013	<b>Review date</b>	March 2017
<b>Author</b>	Town Clerk	<b>Date last amended</b>	May 2016		