

# Tickhill Town Council

## Retention of Documents Policy

**The Retention of Documents policy was adopted by the Council meeting on 26<sup>th</sup> February 2013 and updated February 2021**

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 and Scope of Policy

This policy applies to all records created, received or maintained by the Town Council of Tickhill, 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 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 historic 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**, and she 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**

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 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.

# RETENTION of DOCUMENTS

| Document                    | Minimum Retention    | Reason      |
|-----------------------------|----------------------|-------------|
| Minute Books                | Indefinite           | Archive     |
| Annual Records              | Indefinite           | Archive     |
| Annual Return               | Indefinite           | Archive     |
| Bank Statements             | 7 years              | Audit/Mngt  |
| 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              | Audit/Mngt  |

## PLANNING APPLICATIONS

**All planning applications and relevant decision notices are available on D.M.B.C. website.**

There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the council minutes and are retained indefinitely. Correspondence in connection with applications will be retained as stated below.

|   |                    |            |
|---|--------------------|------------|
| Declarations of acceptance<br>Of office | Term of office+1yr | Management |
| Members register of<br>Interests        | Term of office+1yr | Management |
| Complaints                              | 1 year             | Management |
| General Information                     | 3 months           | Management |
| Routine Correspondence                  | 6 months           | Management |

**Disposal Procedures: All documents that are no longer required for administrative reasons should be shredded and disposed of accordingly.**

Clerk to Tickhill Town Council

Mrs Maxine Booker

Dated 9th February 2021

Review Date February 2023