

---

## DOCUMENT RETENTION POLICY

---

WARE TOWN  
COUNCIL



### What's in the 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.

For more information please contact:

[info@waretowncouncil.gov.uk](mailto:info@waretowncouncil.gov.uk) Telephone: 01920 460316

Adopted

28th October 2019

Review

September 2023

---

# DOCUMENT RETENTION POLICY

---

# WARE 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 he/she 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
Agendas	5 years	Management
Accident reports	20 years	Potential claims
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
Timesheets	Last audit plus 3 years	Audit / Personal injury
Salary records inc timesheets	12 years	Superannuation
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
Playground inspection reports	21 years	
Scale of fees and charges	6 years	Management
Quotations and Tenders	6 years	Limitation Act 1980
Complaints	1 year	Management
General information	3 months	Management
Routine correspondence & emails	6 months	Management
Planning applications	All planning applications and decision notices are available at EHDC. There is no requirement to retain duplicates locally. All Town Council recommendations in connection with applications are	

	<b>recorded in Council minutes and are retained indefinitely. Correspondence received in connection with applications will be retained as stated above.</b>	
--	---	--

### **Disposal Procedures**

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