



## **Rhuddlan Town Council Document retention and disposal policy**

In the course of carrying out its various functions and activities, the Town Council collects information from individuals and external organisations and generates a wide range of data/information which is recorded. These records can be retained as hard paper records or in electronic form take many different forms.

Letter received from third parties:

- Invoices
- Completed application forms
- Planning Applications
- Financial Records
- Registers
- Contract / Deeds
- e-mail communications
- Photographs

Retention of specific documents may be necessary to:

- Fulfil statutory or other regulatory requirement
- Evidence events/agreements in case of disputes
- Meet operational needs
- Ensure the preservation of documents of historic or other value.

The permanent retention of all documents is undesirable, and the appropriate disposal is to be encouraged for the following reasons:

- There is shortage of new storage space.
- Disposal of existing documents can free up space for more productive activities.
- Indefinite retention of personal data may be unlawful
- Reduction of fire risk – in the case of paper records

It is important that the Town Council has a system in place for the timely disposal of documents / records that are no longer required. Additionally the GDPR will make it important that the Town Council has clearly defined policy in place for disposing of records, and that these are documented. The purpose of this policy is to provide a framework to govern management decision on whether a particular document (or set of documents) should either be:

- Retained – and if so, in what format and for what period?
- Disposed of – and if so, when and by what method?

Disposal can be achieved by a range of processes:

- Most of the Town Councils documents are public documents and can be disposed of in a recycling bin.
- Confidential information can be done on site by shredding
- Deletion – where computer files are concerned
- Migration of documents to an external body e.g. archives of the County Council.

TYPE OF RECORD	MINIMUM RETENTION PERIOD	REASON
<b>FINANCIAL RECORDS</b>		
List of payments made	6 Years	Reference
Paid Invoices	6 years	Reference
Bank Reconciliation	Quarterly statement	Filed within minutes
Bank Statements	Last completed audit year	Audit
Bank paying – in books	Last completed audit year	Audit
Cheque book Stubs	Last completed audit year	Audit
VAT records	6 years	VAT
Budget	6 years	Reference Filed within minutes
Quotations and Tenders	6 years	Reference
Audited Annual return	Indefinitely	Archive with County Council
<b>INSURANCE RECORDS</b>		
Certificate of Employers Liability Insurance	40 years from date on which insurance commenced or was renewed	Although no longer a legal requirement the insurers / legal advisers say 40 years is still advisable.
Insurance Documentation including policies	3 years	To cover any claims under Public Liability Insurance as per insurers.
Insurance Claims	6 years	Recorded Information

PAYROLL RECORDS		
Payslips / expenses	6 years	Tax
Tax and NI Records	4 years	Tax claims
PERSONNEL ADMINISTRATION		
Employee Letter of appointment	6 years after departure from employment	Consistency
Employee Contract	6 years after departure from employment	Consistency
All other records	6 years after departure from employment	Consistency
RECRUITMENT		
Selection of an individual / interview record	1 year	Reference
Unsuccessful Applicants' Employment Application forms/references	1 year	Reference
PLANNING DOCUMENTS		
Planning Applications	After the County Council decision made	Reference
Planning Decisions	Indefinitely	Included in minutes
LEGAL DOCUMENTS		
Deeds, conveyances and other legal documentation relating to ownership i.e. Title Deeds and leases	Indefinitely	Audit, Management
Contracts not executed as a Deed	6 years	Audit, Management
ADMINISTRATION RECORDS		
Approved Minutes	Indefinitely	Archive
Asset Register	Current and last completed audit version	Audit and managements
e-mails	Delete routine / trivial e-mails	Management
Historical Records	Indefinitely	Public Records Act 1958 Archive
Personal data	Kept for no longer than is necessary for the purpose for which it is held	Data Protection Act
Register of Members	Whilst a Member	Publication Scheme

Interest		
Complaints	3 years	Reference
Freedom of Information Disclosure Log	Destroy each record 5 years after record is opened	Management

Retention & Disposal Policy adopted 13<sup>th</sup> December 2018