

SANDOWN TOWN COUNCIL

# Document Retention Policy 2018

Tina Bailey Town Clerk  
12/30/2017

## DOCUMENT RETENTION POLICY

RECORD	ACTION	MINIMUM RETENTION PERIOD	REASON
Agendas	Preserve	Indefinite	Archive
Byelaws and orders	Preserve	Indefinite	Archive
Councillors Declarations of acceptance of Office	Preserve	Indefinite	Archive
Councillors Register of interest	Destroy	1 year after member leaves Council	
Routine correspondence	Destroy	One month	
Correspondence and papers on important local issues	Preserve	Indefinite	Archive
Draft Minutes	Destroy	Destroy when minutes approved	
Gifts and Hospitality Records	Preserve	Indefinite	Challenge
Health and Safety Records	Preserve	Indefinite	Challenge
Insurance policies	Preserve	Forty years	Challenge
Leases, licenses and agreements.	Preserve	Indefinite.	Archive
Minutes (signed) of the Council, Committees, sub committees and working groups.	Preserve	Indefinite	Archive
Personnel – recruitment records Employee records	Destroy Destroy	3 months after appointment for applicant feedback if requested  6 months after termination of contract	Limitation period
Quotations and tenders for works	Destroy	20 years	Statute of limitation
Property registers including plans for allotments, open spaces, gardens, amenity areas	Preserve	Indefinite.	Archive
Scales of fees and charges	Destroy	Five years	Management

<b>FINANCIAL</b>			
<b>RECORD</b>	<b>ACTION</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>REASON</b>
Audit returns to external auditor	Preserve	Indefinite	Archive
Bank Statements	Destroy	20 years	Audit and grant funding
Bank paying in book and cheque book stubs	Destroy	8 years	Audit and grant funding
Borrowing	Preserve	Indefinite	Audit management
Hiring records of properties	Destroy	7 years	VAT
Internal Audit Management	Preserve	Indefinite	Audit Management
Investments	Preserve	Indefinite	Audit Management
Members allowances register	Destroy	7 years	Tax limitation
Paid invoices	Destroy	7years	VAT / grant funding
Paid cheques	Destroy	7 years	Limitation period/ grant funding
Petty Cash records	Destroy	7 years	VAT
Precept requests	Destroy	Retain as long as of value	
Project management records	Preserve	Indefinite	Archive /Audit/ grant funding
Receipt books of all kinds	Destroy	7 years	VAT
Receipts and Payments records	Preserve	Indefinite	Archived
Salaries records	Destroy	7 years	Limitation period
Staff time sheets	Destroy	7 years	Audit
VAT records	Destroy	7 years	VAT

<b>OTHER INCLUDING PLANNING</b>			
<b>RECORD</b>	<b>ACTION</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>REASON</b>
General historic information relating to Sandown	Preserve	Indefinite	Archive
Legal papers	Preserve	Indefinite	Archive
Planning documents relating to Sandown generally	Destroy	After comment made by Town Council	Available on IWC website
Planning documents relating to Sandown Council <ul style="list-style-type: none"> <li>• Town Plans</li> <li>• Design Statements</li> <li>• Policies</li> </ul>	Preserve	Indefinite	Archive

**This Policy was adopted at Sandown Town Council meeting held on 15<sup>th</sup> January 2018**

**Minute No:**

**Amended 4<sup>th</sup> June 2018**

# SANDOWN TOWN COUNCIL

## **POLICY FOR RETENTION OF DOCUMENTS**

- The table identifies when the retention period of records is due to expire and how immediate action will be taken to ensure the disposal of documents is undertaken in a proper and secure manner.
- When the information reaches the expiry date for retention, the Town Clerk will ensure that all copies of that information are permanently destroyed. If the information is held in more than one media the information must be removed from all the Councils record systems.
- The Town Council will endeavour to minimise the amount of paperwork both produced and received, notwithstanding this there will still be a certain amount of paperwork to process.
- To avoid confusion the method of destruction of all paper documents, with the exception of junk mail which will be returned to sender, is that it will be treated as confidential waste and will be shredded by a registered waste disposal operator and a certificate of destruction obtained.
- The method of destruction for all electronic data will be electronic erasing and in the case of CD or DVD the method of disposal will be by a registered waste disposal operator with a certificate of destruction obtained
- Electronic copies will be completely deleted from any memory source or other media

## **2. STORAGE OF DOCUMENTS.**

- Archived records will be stored at the Broadway Centre from 1<sup>st</sup> April 2108
- Minutes will be kept in the Clerk's office and all other retained documents will be stored in archive boxes in the Broadway Centre
- If records need to be kept indefinitely, the Town Clerk will consider the most effective way of storage taking into account any space restrictions.
- At the time of writing this policy, the form of media for storage of the majority of documents is electronic.
- The Town Clerk may consider all forms of media for storage to accommodate the needs of the Council provided reproduction from that media is legally acceptable.

**Tina Bailey Town Clerk**