

# **WEST MOORS TOWN COUNCIL**



## **RETENTION POLICY Adopted 26<sup>th</sup> July 2018**

# West Moors Town Council

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## Record retention policy for Information and Documents held by the Town Council

### 1 Introduction

- 1.1 This policy sets out how long information and records held by West Moors Town Council will normally be held by us and when that information will be confidentially destroyed.

### 2 Responsibility

- 2.1 West Moors Town Council is responsible for implementing and monitoring compliance with this policy.
- 2.2 They will undertake a 3 yearly review of this policy to verify that it is in effective operation.

### 3 Our process

- 3.1 Information (hard copy and electronic) will be retained for at least the period specified in our Records retention schedule (see **the Appendix**).
- 3.2 All information must be reviewed before destruction to determine whether there are special factors that mean destruction should be delayed, such as potential litigation, complaints.
- 3.3 Hard copy and electronically-held documents and information must be deleted at the end of the retention period.
- 3.4 Hard copy documents and information must be disposed of by *shredding on site or sending to confidential waste shredding service*.

THE APPENDIX  
RECORDS RETENTION SCHEDULE

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## Record Retention Schedule

### Introduction

This Record retention schedule accompanies and is incorporated into West Moors Town Council's Record management policy. It sets out the time periods that different types of records and documents must be retained for business and legal purposes.

The retention periods are based on business needs and legal requirements.

Actions:

Records to be preserved permanently at the Dorset history Centre (P)

Records to be reviewed by the Dorset Archives Service for possible permanent preservation (R)

Records that may/must be destroyed by the Town Clerk (D)

### 1. Administration records

Record	Action	Minimum Retention Period	Reason
Minutes of Council and committee meetings	P	Indefinite - Transfer to DHC as soon as there is no longer an administrative requirement	Archive, public inspection
Reports and other documents circulated with agendas	D	2 years	
Agendas	D	2 years	
Declarations of office	P	Indefinite - Transfer to DHC as soon as there is no longer an administrative requirement	Archive, public inspection
Register of Interests	P	Indefinite - Transfer to DHC as soon as there is no longer an administrative requirement	Archive, public inspection
Byelaws	P	Indefinite - Transfer to DHC as soon as there is no longer an administrative requirement	Archive, public inspection
Policy Documents	D	5 years after being superseded	
Title Deeds	P	Indefinite - Transfer to DHC as soon as there is no longer an administrative requirement	Archive

<b>Record</b>	<b>Action</b>	<b>Minimum Retention Period</b>	<b>Reason</b>
Maps, plans and surveys of property owned by council	P	Indefinite - Transfer to DHC as soon as there is no longer an administrative requirement	Archive
Routine Correspondence	D	1 year after matter is closed	
Planning applications	D	3 years	Held by planning authority
Leases, agreements and contracts	R	6 years	
Scales of fees and charges	D	5 years	Management
Quotations and Tenders (successful)	D	12 years	Statute of Limitation
Quotations and tenders (unsuccessful)	D	2 years	
Insurance policies	D	7 years after expired	
Playground inspections	D	4 years	
Loan sanctions	D	6 years after end of loan	
Complaints records	D	6 years	
Employers Liability Certificate	D	40 years from commencement/renewal	Statute
Burial Records	P	Indefinite - Transfer to DHC as soon as there is no longer an administrative requirement	Local Authorities Cemeteries Order 1977

## 2. Financial Records

<b>Record</b>	<b>Action</b>	<b>Minimum Retention Period</b>	<b>Reason</b>
Audited Accounts	P	Indefinite - Transfer to DHC as soon as there is no longer an administrative requirement	Archive
Accounting records: (invoices VAT records etc)	D	6 years	VAT and Statute of Limitation
Bank Statements	D	Last completed audit year	Audit
Paying in / Cheque book stubs	D	Last completed audit year	Audit

### 3. Payroll, Salary and Staff records

Record	Action	Minimum retention period	Reason
Records for the purposes of tax returns including wage or salary records, records of overtime, bonuses and expenses	D	Six years	Taxes Management Act, 1970 s 12B  Finance Act 1998, Schedule 18, para 21
Pay As You Earn (PAYE) records, including:  wage sheets  deductions working sheets  calculations of the PAYE income of employees and relevant payments	D	Three years	Income Tax (Pay As You Earn) Regulations 2003, SI 2003/2682, reg 97
Income tax and NI returns, income tax records and correspondence with HMRC	D	Three years after the end of the financial year to which they relate	Income Tax (Employments) Regulations 1993, SI 1993/744, reg 55
Records demonstrating compliance with national minimum wage requirements	D	Three years beginning with the day upon which the pay reference period immediately following that to which they relate ends	National Minimum Wage Regulations 2015, SI 2015/621, reg 59
Details of benefits in kind, income tax records (P45, P60, P58, P48 etc), annual return of taxable pay and tax paid	D	Four years	Taxes Management Act 1970
Employee income tax and national insurance returns and associated HMRC correspondence	D	Three years from end of tax year to which they relate	Income Tax (Pay as You Earn) Regulations 2003, SI 2003/2682, reg 97
Statutory sick pay (SSP) records	D	Three years after the end of the tax year to which they relate	The Statutory Sick Pay (General)

Record	Action	Minimum retention period	Reason
			Regulations 1982, SI 1982/894, reg 13(A)
Wage or salary records (including overtime, bonuses and expenses)	D	Six years	Taxes Management Act 1970, s 43
Records relating to hours worked and payments made to workers	D	Three years	National Wage Act 1998, s 9 The National Wage Regulations 1999, reg 38
Statutory maternity, paternity and shared parental pay records, calculations, certificates or other evidence	D	Three years after the end of the tax year in which the period of statutory pay ends	Statutory Maternity Pay (General) Regulations 1986, SI 1986/1960, reg 26
Rejected job applicant records, including:  contact details  application letters or forms  CVs  references  certificates of good conduct  interview notes	D	Six months after applicant is notified of rejection  <i>Application forms should give applicants the opportunity to object to their details being retained</i>	<a href="#">ICO Employment Practices Code para 1.7</a>  Equality Act 2010, s 123
Application records of successful candidates, including:  application letters or forms  copies of academic and other training received  references	D	Six years after employment ceases	Limitation Act 1980 (LA 1980), s 5

<b>Record</b>	<b>Action</b>	<b>Minimum retention period</b>	<b>Reason</b>
<p>correspondence concerning employment</p> <p>CVs</p> <p>interview notes and evaluation forms</p>			
<p>Employment contracts, including:</p> <p>    personnel and training records</p> <p>    written particulars of employment</p> <p>changes to terms and conditions</p>	D	Six years after employment ceases, unless document executed as a deed, in which case 12 years after employment ceases	LA 1980, ss 5, 8
Copies of identification documents (eg passports)	D	Not less than two years from date of termination of employment	Immigration (Restrictions on Employment) Order SI 2007/3290, Art 6(1)(b)
<p>Employee performance records, including:</p> <p>    probationary period reviews</p> <p>    review meeting and assessment interviews</p> <p>    appraisals and evaluations</p> <p>promotions and demotions</p>	D	Six years after employment ceases	LA 1980, s 5
Annual leave records	D	Six years after the end of each tax year	LA 1980, s 5
Parental leave records	D	Six years after the end of each tax year	LA 1980, s 5
Sickness records	D	Six years after the end of each tax year	LA 1980, s 5
Records of return to work meetings following sickness, maternity etc	D	Six years the end of each tax year	LA 1980, s 5

#### 4. Health and safety records

<b>Record</b>	<b>Action</b>	<b>Minimum retention period</b>	<b>Reference</b>
Records of reportable injuries, diseases or dangerous occurrences reportable incidents reportable diagnoses injury arising out of accident at work (including West Moors Town Council's accident book)	D	Three years from date of the entry	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013), SI 2013/1471, reg 12