

Witham Town Council: Data & Document Retention Policy

This policy sets out the governance arrangements for the retention of all electronic and paper based data and the management of Town Council public records, archives and files.

1. The purpose of this Policy is to ensure that necessary records and documents of are adequately protected and maintained and to ensure that records that are no longer needed by Witham Town Council or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding employees of the Council in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.
2. Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of Witham Town Council and the retention and disposal of electronic documents. The Town Clerk is the officer in charge of the administration of this policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Town Clerk is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with new Acts of Parliament and department regulations.
3. This policy is overseen by the Policy & Resources Committee and should be periodically reviewed to ensure it is fit for purpose and adhered to.
4. Files managed as part of this system are codified and managed by the Town Clerk and supporting staff. Resolution files and other such public records are open to public inspection during reasonable office hours at no charge to the public.

APPENDIX A - RECORD RETENTION SCHEDULE

RECORD TYPE	PUBLIC ARCHIVE	RETENTION PERIOD
ACCIDENT REPORTS	NO	15 YEARS FROM FILED DATE
ACCOUNTING LEDGERS	NO	7 YEARS FROM FINANCE YEAR END
ANNUAL BUDGETS	YES	INDEFINITE
BANK STATEMENTS	NO	7 YEARS FROM FINANCE YEAR END
BOOKING & HIRE FORMS	NO	7 YEARS FROM FINANCE YEAR END
BYELAWS	YES	INDEFINITE
COMMUNITY GROUP NEWSLETTERS	YES	INDEFINITE
CONSULTANT REPORTS	NO	5 YEARS
CONTRACTS AND RELATED CORRESPONDENCE	NO	7 YEARS FROM TERMINATION OF CONTRACT
CORRESPONDENCE NOT OTHERWISE FILED WITH A RESOLUTION	NO	5 YEARS
CREDIT CARD RECORDS	NO	7 YEARS FROM FINANCE YEAR END
DBS DISCLOSURES	NO	1 WEEK AFTER RECEIPT
EMPLOYEE CONTRACTS	NO	5 YEARS FROM END OF EMPLOYMENT
EMPLOYEE EXPENSES	NO	7 YEARS FROM FINANCE YEAR END
EMPLOYEE PAYROLL	NO	7 YEARS FROM FINANCE YEAR END
EMPLOYEE PENSIONS	NO	INDEFINITE
EMPLOYEE RECORDS	NO	5 YEARS FROM END OF EMPLOYMENT
EMPLOYEE TIMESHEETS	NO	7 YEARS FROM FINANCE YEAR END
FULL COUNCIL & COMMITTEE AGENDAS	YES	INDEFINITE
GRANT APPLICATIONS MADE	YES	INDEFINITE
GRANT APPLICATIONS RECEIVED	NO	7 YEARS FROM FINANCE YEAR END

RECORD TYPE	PUBLIC ARCHIVE	RETENTION PERIOD
HEALTH & SAFETY RECORDS	NO	INDEFINITE
INSURANCE CERTIFICATES	YES	INDEFINITE
INSURANCE CLAIMS	YES	INDEFINITE
INSURANCE SHEDULES	YES	INDEFINITE
INT/EXT AUDIT REPORT	YES	INDEFINITE
INVESTMENT RECORDS	NO	7 YEARS FROM FINANCE YEAR END
LEGAL ADVICE RECEIVED	YES	INDEFINITE
LICENSES AND PERMITS	YES	INDEFINITE
MATERIAL OF HISTORICAL VALUE (SEE NOTES)	YES	INDEFINITE
MAYORAL CIVIC EVENTS	YES	INDEFINITE
MEMBERS REGISTER OF INTERESTS	YES	INDEFINITE
MINUTE BOOKS	YES	INDEFINITE
PROPERTY LEASES	YES	INDEFINITE
PROPERTY RECORDS & VALUATIONS	YES	INDEFINITE
PUBLIC CONSULTATIONS	YES	INDEFINITE
RESOLUTION FILES	YES	INDEFINITE
RISK ASSESSMENTS	NO	INDEFINITE
STOPPED CHEQUES	NO	7 YEARS FROM FINANCE YEAR END
SURVEYS AND REFERENDA	YES	INDEFINITE
TENDERS	NO	7 YEARS FROM FINANCE YEAR END
TERMS OF REFERENCE	YES	INDEFINITE
TOWN COUNCIL NEWSLETTERS	YES	INDEFINITE

RECORD TYPE	PUBLIC ARCHIVE	RETENTION PERIOD
TOWN COUNCIL POLICY	YES	ONE COPY FOR INDEFINITE ARCHIVE, DISPOSAL AFTER END OF ADMIN USE OR SUPERSEDED
TRAFFIC REGULATION NOTICES	YES	INDEFINITE
TREE PRESERVATION ORDERS	YES	INDEFINITE
UNSUCCESSFUL JOB APPLICATIONS	NO	ONE MONTH AFTER INTERVIEWS
VAT RECORDS	NO	7 YEARS FROM FINANCE YEAR END
VEHICLES	NO	UNTIL DISPOSAL OF VEHICLE
WTC PUBLISHED REPORTS	YES	ONE COPY FOR INDEFINITE ARCHIVE, DISPOSAL AFTER END OF ADMIN USE.