

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 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 authorised 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.

Agreed at Minute 58(b) of Policy & Resources Committee held 29.3.2022

Review date: 29.3.2024

POLICY NO: WTC/032 - POLICY & RESOURCES

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 SCHEDULES | YES | INDEFINITE |
| INT/EXT AUDIT REPORT | YES | INDEFINITE |
| INVESTMENT RECORDS | NO | 7 YEARS FROM FINANCE YEAR END |
| LEGAL ADVICE RECEIVED | YES | INDEFINITE |
| LICENCES 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. |