WHITEHAVEN TOWN COUNCIL

RETENTION OF DOCUMENTS POLICY

Adopted by Full Council on \_\_31.05.2018\_\_\_\_\_ Revision Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Retention of Documents Schedule**

This retention schedule refers to record series regardless of the media in which they are stored.

|  |  |  |  |
| --- | --- | --- | --- |
| Record | | Minimum  Retention Period | Reason |
| **Financial** | |  |  |
| Annual Audited Accounts | | Indefinite | Council financial regulations |
| Annual Return | | Indefinite |  |
| Asset register | | Indefinite |  |
| Bank paying-in book | | Last completed audit year | Audit |
| Bank Statements including deposit/savings accounts | | 6 years | Audit, Council financial regulations |
| Cheque Book Stubs | | 6 years | Council financial regulations |
| Grant Applications and record of payment | |  |  |
| Investments | | Indefinite | Audit, Management |
| Paid Invoices | | 6 years | VAT, Council financial regulations |
| Paying in receipts | | 6 years |  |
| Quotations and Tenders (successful) | | 6 years | Limitation Act 1980 (as amended) |
| Quotations and Tenders (unsuccessful) | | 2 years |  |
| Returned cheque records | | 6 years |  |
| Receipt and payment account(s) | | Indefinite | Archive |
| Receipt book of all kinds | | 6 years | VAT, HMRC Inspections |
| VAT returns and records | | 6 years | HMRC Inspections, VAT, Audit |
| **Insurance** | |  |  |
| Certificates for Insurance against liability for employees | | 40 years from date on which insurance commenced or was renewed | The Employers’ Liability (Compulsory Insurance) Regulations 1998 (SI.2753), Management |
| Insurance claims and correspondence | | 7 years |  |
| Insurance registers | | Indefinite |  |
| Insurance schedules | | Indefinite |  |
| Insurance valuations | | 6 years | Unless re-valued |
| Insurance policies (other than  public liability insurance) | | While valid | After discontinuation |
| Public liability insurance policies  and premiums paid | | 21 years |  |
| **Staff & Councillors** |  | |  |
| Annual leave records | 2 years | | Operational |
| Application forms (successful) | Add to Personnel file | | Equalities Act |
| Application forms (unsuccessful  applicants) | 6 months from  appointee duties | | Equalities Act |
| Declarations of Interest | 4 years or until they vacate office | |  |
| Leavers forms | 6 years | |  |
| Mayoral expenses/allowance claim forms | 6 years | |  |
| Members attendance registers | Indefinite | |  |
| P45 forms | 3 years | |  |
| Payroll | 12 years | |  |
| Personnel Files | 6 years after termination of service | | Risk of investigation regarding any future litigation |
| Receipts/Invoices Mayoral | 6 years | |  |
| Sickness records | 3 years | | Operational |
| Staff records | 6 years | | Operational |
| Starter forms | 6 years | |  |
| Superannuation correspondence | Indefinitely | | Local Government Pension Scheme |
| Superannuation records | 6 years | | Local Government Pension Scheme |
| Tax & NI details | 6 years | | Superannuation/HMRC Inspection |
| Taxable benefit details | 6 years | | HMRC Inspection |
| Timesheets | Last completed audit year | | Audit and Working time regulations |
| **Council Administration** |  | |  |
| Allotment register, plans and tenancy agreements | Indefinite | | Audit/Management |
| Complaints | 6 years after resolution of complaint | | Operational |
| Council meeting agendas | Indefinite | | Operational |
| Signed Council and Committee meeting minutes and Minute books | Indefinite | | Common practice |
| Councillors’ declaration of office | 4 years or until they vacate office | | Operational |
| Draft Minutes | Until the date of confirmation of the minutes | | Operational |
| General correspondence | 6 years after correspondence ends | | Operational |
| Information requests | 6 years after resolution of request | | Operational |
| Planning Applications | Until there is no longer an administrative requirement | | Operational |
| Policy Documents | Until there is no longer an administrative requirement | | Operational |
| Reports and other documents circulated with agendas | Until there is no longer an administrative requirement. | | Operational |
| Risk Assessments | Once superseded by a new risk assessment or once inactive | | Operational |
| Routine Internal correspondence and papers | Until there is no longer an administrative requirement. | | Operational |
| Title Deeds, Leases, Agreements and Contracts | Indefinite | | Audit/Management |
| Scale of fees and charges | | 6 years |  |