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.

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| --- | --- | --- |
| Record | MinimumRetention 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 thanpublic liability insurance) | While valid | After discontinuation |
| Public liability insurance policiesand premiums paid | 21 years |  |
| **Staff & Councillors** |  |  |
| Annual leave records | 2 years | Operational |
| Application forms (successful) | Add to Personnel file | Equalities Act |
| Application forms (unsuccessfulapplicants) | 6 months fromappointee 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 |  |