

Much Wenlock Town Council

Document Retention Schedule

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	DISPOSAL MECHANISM	PERSON RESPONSIBLE
Minutes	Indefinite	Archive	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Principal Authority	Town Clerk
Agendas	5 years	Management	Recycle	Town Clerk
Audit				
Scales of fees and charges	6 years + current	Management	Recycle	RFO
Receipt and payment accounts	Indefinite	Archive	N/A	RFO
Receipt books of all kinds	6 years + current	VAT	Shred using Council shredder, then recycle	RFO
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Shred, then recycle	RFO
Investments	Indefinite	Audit, management	N/A	RFO
Bank paying-in books	Last completed audit year	Audit	Shred using Council shredder, then recycle	RFO
Cheque book stubs	Last completed audit year	Audit	Shred using Council shredder, then recycle	RFO

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	DISPOSAL MECHANISM	PERSON RESPONSIBLE
Quotations and tenders	6 years + current	Limitation Act 1980 (as amended)	Shred using Council shredder, then recycle	Town Clerk / RFO
Paid invoices	6 years + current	VAT	Shred using Council shredder, then recycle	RFO
Paid cheques	6 years + current	Limitation Act 1980 (as amended)	Shred using Council shredder, then recycle	RFO
VAT records	6 years + current year generally but 20 years for VAT on rents	VAT	Shred using Council shredder, then recycle	RFO
Petty cash	6 years + current year	Tax, VAT, Limitation Act 1980 (as amended)	Shred using Council shredder, then recycle	RFO
Personnel				
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Shred using Council shredder, then recycle	RFO
Recruitment documents	6 months	Management	Shred using Council shredder, then recycle	Town Clerk
Personnel records	3 years after employee leaves	Limitation Act 1980 (as amended) After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council	Shred using Council shredder, then recycle	Town Clerk
Wages records	6 years	Audit	Shred using Council shredder, then recycle	RFO

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	DISPOSAL MECHANISM	PERSON RESPONSIBLE
Pension records	12 years	Superannuation	Shred using Council shredder, then recycle	RFO
Disciplinary / grievance matters	Review 6 years after last action	Management	Shred using Council shredder, then recycle	Town Clerk
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Shred using Council shredder, then recycle	RFO
Administration				
Insurance policies	While valid (but see below)	Management	Shred using Council shredder, then recycle	RFO
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 (SI2753), Management	Shred using Council shredder, then recycle	RFO
Accident / incident reports	10 years	Potential claims	Shred using Council shredder, then recycle	Town Clerk
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A	Town Clerk
Litigation	6 years after folder closure	Limitation Act 1980	Shred using Council shredder, then recycle	Town Clerk
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, paper or electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests	Management	Bin (shred confidential waste)	Town Clerk / RFO

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	DISPOSAL MECHANISM	PERSON RESPONSIBLE
For Halls, Recreation Grounds				
Application to hire Invoices Lettings diaries Record of tickets issued	6 years + current year	VAT	Shred using Council shredder, then recycle	RFO
For Allotments				
Register and plans	Indefinite	Audit, management	N/A	Town Clerk
Plot holder tenancy records	6 years + current year	Audit	Shred using Council shredder, then recycle	Town Clerk
For Burial Grounds				
Register of fees collected Register of burials Register of purchased graves Register/plan of grave spaces Register of memorials Applications for interment Applications for right to erect memorials Disposal certificates Copy certificates of grant of exclusive right of burial	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI204)	N/A	Town Clerk / RFO

ELECTRONIC RECORDS

The above assumes that all records are in a physical form. Where electronic copies of the above exist the same schedules will be applied. These shall be removed to a comparable standard. More details can be found in the 'Disposal and Destruction Procedure' document.

Approved: 6th October 2022

Review date: 3 years from approval, unless earlier review necessary