



COTGRAVE TOWN COUNCIL

RETENTION OF DOCUMENT AND RECORDS MANAGEMENT POLICY

Adopted by Council on : 11th April 2018

Reviewed on: 9th May 2018

Cotgrave Town Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Town Council. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies
- Retention Schedule

Scope of the Policy

This policy applied to all records created, received or maintained by Cotgrave Town Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Cotgrave Town Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

A small percentage of Cotgrave Town Council's records will be selected for permanent preservation as part of the Council's achieves and for historical research.

Responsibilities

Cotgrave Town Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsible for this policy is the Clerk to the Town Council.

The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.

Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the Town Council's records management guidelines.

Relationship with existing policies

This policy has been drawn up with the context of:

- Freedom of Information Policy
- Data Protection policy/Publication Scheme

And with other legislation or regulations (including audit and Statute of Limitations) affecting the Town Council.

Retention Schedule

Under the Freedom of Information Act 2000, the Town Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record need to be retained and the action which should be taken when it is of no further administrative use.

Members of staff are expected to manage their current record keeping system using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems.

The retention schedule refers to all the Town Council's record, irrespective of the media in which they are stored.

Please see the retention Schedule at Appendix 1 and Appendix 2.

APPENDIX 1

RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF COTGRAVE TOWN COUNCIL

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Signed minutes of council meetings (Hard Copy)	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt and payment account(s)	6 years	VAT
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years generally but 20 years for VAT on rents	VAT
Annual Return & Audited Accounts	Indefinite	Archive
Petty cash, postage and telephone books	6 years	HMRC
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	40 years after policy end	The Employers' Liability Regulations 1998
Grant Requests	3 years	Management/Audit
Equipment Inspection Records	15 years	Management
Premises Inspection Records	15 Years	Management
Title deeds, leases, agreements, contracts	Indefinite	Audit/Management
Accident books	25 years from closure	Management
Risk assessments	3 years from last assessment	Management
Assets Register	Indefinite	Audit, Management
Press releases	6 years	Management
Public consultation – survey and returns	5 years	Management
FOI Requests	2 years after closure	Management
Town Council Newsletter	Deposit copy with Library Own copy as long as wish	Archive Management

For Allotments		
Register and plans	Indefinite	Audit, Management
Planning Applications		
All planning applications and relevant decision notices are available at Rushcliffe Borough Council. There is no requirement to retain duplicates locally. All Town Council recommendations in connection with these application are recorded in the Council minutes which are retained indefinitely.		
Declarations of acceptance	Term of Office + 1 year	Management
Members register of interest'	Term of Office + 1 year	Management
Members allowance register	6 years	Tax, Limitation Act 1980 (as amended)
Complaints	1 year	Management
General Information	6 months	Management
Routine correspondence and emails	6 months	Management
Photographs	As long as necessary	Management/Historical

APPENDIX 2

PERSONNEL / HUMAN RESOURCES RECORDS/DATA

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Payroll and wage records	6 years from end of financial year.	Superannuation
Timesheets	2 years	Audit (requirement) Personal injury (best practice)
PAYE Records	3 years	Audit
Accident Book	25 Years from last report	Management
Statutory Maternity Pay (SMP) Records	3 years	Audit
Statutory Paternity Pay (SSP) Shared Parental Pay (ShPP) and Adoptions Pay (SAP Records)	3 years	Audit
Immigration Checks	2 year after termination of employment	Management
CVs/application forms, interview notes	6 months from date of appointment	Management
CVs/application forms of unsuccessful candidates	12 month from date of application submitted	Management
Copies of qualifications	Retain while employment valid/current	Management
Contract of employment	Duration of employment + 6 months	Management
Holiday Records	3 years	Management
Sickness Records: Self-certification form Return to work forms GP fit notes Sickness absence management records SSP Records Medical/OHP reports	3 years 4 years from date of receipt	Management Management
Performance Improvement	For the period during which performance is being assessed, plus 6 months	Management
Disciplinary Investigations	6 months from date becomes spent or 6 months from dismissal.	Management

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Training Records	Once completed/Resolved	Management
Subject Access Request	12 months from date of request	Management
Grievances Records	6 months from date of completion (6 years if grievance relates to pay/contract terms)	Management
Redundancy	6 months from termination of employment	Management
Flexible working requests	12 months from request	Management
Termination Letters of resignation Notes of exit interviews Records/audits of return of company property Employment personnel file	6 months from termination	Management