



# Whiteley Town Council

## Retention of documents and records management policy

Adopted 4<sup>th</sup> July 2016

### 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 sets out the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

### Retention of documents required for audit

Document	Minimum retention period	Reason
Signed minutes of council meetings (Hard copy)	Indefinite	Archived with Hampshire Record Office after 2 years
Scale of fees and charges	6 years	Management
Receipt and payment accounts (Hard copy)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements including deposit 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
VAT records	6 years	VAT
Payroll records	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	40 years from date from when insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management

<b>Council rooms, Meadowside recreation ground</b>		
Application to hire	6 years	VAT
Lettings diaries	6 years	VAT
Invoices to hirers	6 years	VAT
<b>Health and Safety</b>		
Accident books	25 years from closure	Management
Equipment Inspection Records	25 years	Management
Risk assessment	3 years from last assessment	Management
<b>Members</b>		
Register of members interests	18 months after individual ceases to be a member	Management
<b>Miscellaneous</b>		
Complaints	5 years after closure of case	Management
Press releases	6 years	Management
Public consultation - surveys and returns	5 years	Management
Reports, newsletters etc	Retain as long as useful / stored on website	Management
Clerks meeting notes	Until minutes approved	Management
<b>Planning</b>		
Planning applications, plans, appeals	Until considered by council's planning committee. All held online by Winchester City Council / Hampshire County Council	Planning and enforcement

**Note: documents stored in the Town Council's archive in the office store / available on the website**