

WEM TOWN COUNCIL

RETENTION OF DOCUMENTS AND RECORDS MANAGEMENT POLICY

Wem 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 applies to all records created, received or maintained by the Town Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the 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 the Town Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

The Town Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk. 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 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. The retention schedule lays down 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. The retention schedule refers to records regardless of the media in which they are stored.

Record Management table

Document	Min Retention Period	Reason	Where stored
<i>Minutes & Correspondence</i>			
Signed Minutes of Council Meetings /committee meetings and working party meetings	Indefinite	Legal record	Town Council office, transfer to Shropshire Council Archives after 10 years
Draft minutes	Until the date of confirmation of the minutes	operational	

Agendas	Indefinite	To support the minutes	Town Council office
Reports and other documents circulated with agendas	Until there is no longer an administrative requirement.	Common Practice	Town Council office
Correspondence & papers on important local issues & activities	6 years		Town Council office
Declarations of acceptance of office	4 years or until they vacate office		Town Council office
Register of electors	Until there is no longer an administrative requirement.	Copies already in existence	
Members Register of Interests	4 years or until they vacate office.		Town Council office
FINANCE			
Invoices	Ten years	VAT inspections carried out every ten years	Town Council office
Cheques books	Ten years	VAT inspections	Town Council office
VAT records	Ten years	VAT inspections	Town Council office
Pension records	Two years after the former employee dies	Recommendation from SLCC	Town Council office
Management Finance & Payroll Scale of Fees and Charges	5 Years	Recommendation from SLCC	Town Council office
Management Receipt and Payment accounts	Ten years	VAT inspections	Town Council office
Archive Accounts	Ten years	VAT inspections	Town Council office
Bank Statements(including deposit/ savings / investment accounts)	Ten years	VAT inspections	Town Council office
Bank Paying-in Books	Ten years	VAT inspections	Town Council office
Cheque Books Stubs	Ten years	VAT inspections	Town Council office

Petty Cash Books	Ten Years	VAT inspections	Town Council office
Quotation and Tenders (successful)	12 years	Limitation Act 1980	Town Council office
Quotation and Tenders (unsuccessful)	2 years	Operational	Town Council office
Annual Return	Indefinite	Legal document	
Audit Budgetary Control Papers	5 years	SLCC advice	Town Council office
GENERAL			
Routine correspondence, papers & emails	Until there is no longer an administrative requirement	Review	Town Council office
Contracts	Six years after the contract has ended		Town Council office
Byelaws and orders	Preserve one of each and transfer for records office once they become inactive	Common practice	Town Council office
Title Deeds, leases agreements and wayleaves	Whilst the council owns or occupies the land		Town Council office, Council's solicitors
HEALTH AND SAFETY			
Insurance Policies Cert of Employers Liability	21 years	Should a claim arise	Town Council office
Insurance Claim Records	7 Years after all obligations are concluded	Employers Liability Act 1969 Employers liability regulations 1998	Town Council office
Health & Safety Accident Books	5 Years from last entry Accident Books	Should a claim arise	Town Council office
Premises Inspection Records	5 Years	Should a claim arise	Town Council office
Risk Assessments	Once superseded by a new risk assessment or once inactive		Town Council office

Asset Equipment records	5 years	Should a claim arise	Town Council office
PERSONNEL RECORDS			
Timesheets	2 years		Town Council office
Recruitment Application forms (interviewed - unsuccessful)	1 year after recruitment finalised	Equality Act	Town Council office
Personnel files (not payroll information)	12 years after ceasing employment		Town Council office
Title Deeds, leases agreements and correspondence	Whilst the council owns or occupies the land		Town Council office, Council's solicitors
Contracts	6 years after contract has ended	Should a claim be brought under the contract	Town Council office
Members allowances	10 years	VAT inspection	Town Council office
Allotment plot holders register	1 year or until plot holder ceases to hold tenancy		Town Council office
Press Releases	2 years		Town Council office
Surveys & returns	Until project completed		Town Council office
Newsletters etc. from other bodies	Retain as long as useful		Town Council office
Planning Applications	Not retained	On Shropshire Council website.	
Town Council newsletters	Three years		Town Council office

At a Meeting of Wem Town Council on the 15.12.16 the aforementioned policy was approved.