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## Wem Town Council List of Documents for Retention and Disposal

**Reviewed 30.7.20, 12.10.21, 26.5.22**

Document	Min Retention Period	Reason	Disposal
<b>COUNCIL MANAGEMENT</b>			
Minutes of Council Meetings /committee meetings and working party meetings	Indefinite	Legal record / Archive	Minutes must be kept in safe storage at regular intervals or not more than 10 years they must be deposited with Shropshire Archives.
Draft minutes	Until the date of confirmation of the minutes	operational	Bin / shred confidential items
Agendas Reports and other documents circulated with agendas	12 years	Statute of limitations	Bin / shred confidential items
Council Standing Orders, Policies & Procedures	Whilst the documents remain in force	Management	Bin
Attendance Register	Throughout the 4 year term of office	Management	Shred
Declarations of acceptance of office	Indefinitely	archive	
Register of electors	Until there is no longer an administrative requirement.	Copies already in existence	shred
Members Register of Interests	6 years or until they vacate office. (whichever is the greater)	Audit, Tax, VAT	Shred
<b>FINANCE</b>			
Paid Invoices	6 years	VAT	Shred
Cheques book stubs	Last completed audit year	Audit	Shred
Bank Paying-in Books	Last completed audit year	Audit	Shred

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Bank Statements(including deposit/savings / investment accounts)	Last completed audit year	Audit	Shred
Receipt Books	6 years	VAT	bin
Cash Book accounts,	Indefinite	Archive	n/a
Scales of Fees charges	6 years	Management	bin
VAT records	6 years – 20 years for VAT on rents	VAT inspections	Shred
Petty Cash / postage records	6 years	VAT, Tax Statute of Limitations	Shred
Payroll	12 years	Superannuation	Shred
Pension records	Two years after the former employee dies	Recommendation from SLCC	Shred
Quotation and Tenders	6 years	Limitation Act 1980	Shred – a list will be kept of those documents disposed of to meet requirements of GDPR
Title Deeds, leases agreements and contracts	Indefinite	Audit Management	n/a
Investments	Indefinite	Audit, management	n/a
Annual Return including audited accounts	Indefinite	Audit Management	n/a
Precept requests	Indefinitely	Audit, Management	n/a
Insurance Cert of Employers Liability	40 years from date in which insurance commenced or was renewed	Should a claim arise	Bin
Insurance Company names an policy numbers	Indefinite	Management	n/a
Insurance Policies	While Valid	Management	Bin
Insurance Claim Records	7 Years after all obligations are concluded	Employers Liability Act 1969	Shred a list will be kept of those documents disposed

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		Employers liability regulations 1998	of to meet the requirements of the GDPR.
Grant applications	6 years	Management	Shred
Timesheets	3 years	Personal injury personal injury best practice	bin
Members allowances	6 years	Tax, Limitation Act 1980	Shred a list will be kept of those documents disposed of to meet the requirements of the GDPR.
Payroll	12 years	Superannuation	Shred a list will be kept of those documents disposed of to meet the requirements of the GDPR.
<b>ALLOTMENTS</b>			
Register and plans	Indefinite	Audit, Management	n/a
Tenancy agreements	Throughout the period of the tenancy and 6 years following	Audit, Management, Statute of Limitations	n/a
Allotment Tenancy Correspondence	Throughout the period of the tenancy	Audit, Management	n/a
<b>BURIAL</b>			
Register of fees collected Register of burials Register of purchased graves Register/ plan of grave spaces Register of memorials Applications for interment Application for right to erect memorials Disposal certificates	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI.204)	n/a

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Copy of Exclusive right of Burial Certificates			
<b>HEALTH AND SAFETY</b>			
Accident / incident reports	20 years	Potential claims	Shred – a list will be kept of those documents disposed of to comply with GDPR regulations
Premises Inspection Records	12 Years	Statute of Limitations	Bin
Risk Assessments	Once superseded by a new risk assessment or once inactive		Bin
Asset Equipment records	21years	Statute of Limitations	Bin
<b>LEGAL MATTERS, NEGLIGENCE and TORTS</b>			
Negligence	6 years	Statute of Limitations Act 1980 (as amended)	Shred – a list will be kept of those documents disposed of to comply with GDPR regulations
Defamation	1 year		Shred – a list will be kept of those documents disposed of to comply with GDPR regulations
Contract	6 years		Shred – a list will be kept of those documents disposed of to comply with GDPR regulations
Leases	12 years		Shred
Sums recoverable by statute	6 years		Shred
Personal injury	3 years		Shred
To recover land	12 years		Shred

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Rent	6 years		Shred
Breach of Trust	None		Shred
Trust Deeds	Indefinite		N/A
<b>PERSONNEL RECORDS</b>			
Recruitment Application forms (interviewed - unsuccessful)	1 year after recruitment finalised	Equality Act	Shred
Personnel files (not payroll information)	6 years after ceasing employment	Statute of Limitations	Shred
<b>PLANNING</b>			
Planning Applications	1 year	Management	bin
Planning Appeals	1 year unless development is significant	Management	bin
Trees	1 year	Management	bin
Planning Policy/ Local Development Reviews	Whilst document remains in force	reference	bin
Correspondence relating to planning applications	5 years after development completed	Management	
Local connection Applications and evidence	Until after Town Council has considered applications maximum 3 months	To verify applications for local connection	Shred
<b>CIVIC / MAYORAL ACTIVITIES</b>			
Civic Diaries	Indefinitely	Audit, Tax, VAT, Management, Archive	
Civic Correspondence	6 years	Audit, Tax, VAT, Management	
<b>CCTV</b>			
Review requests	3 years	Data Protection	Shred
Discs	For as long as required	Data protection	Shred
Photographs/ digital prints	31 days	Data protection	Shred
<b>GENERAL</b>			
Routine correspondence, papers & emails	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept.	Management	Bin (shred confidential items)

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	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.		
Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months Recommend this period be for 3 years	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 – a list will be kept of those documents disposed of to comply with GDPR regulations
General Information of historic importance	Indefinite -to be securely kept for the town or offered to Shropshire Archives if no longer of use or value	Management	
Press Releases	2 years	Management	Bin
Surveys & returns	Until project completed	Management	Bin, if contains contact details Shred – a list will be kept of those documents disposed of to comply with GDPR regulations
Information. from other bodies e.g circulars, newsletters, magazines etc	Retain as long as useful		Bin
Town Council newsletters/ Annual Reports	Indefinitely -The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 <sup>st</sup> February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to	Archive	

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	deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds		
Byelaws and orders	Preserve one of each and transfer for records office once they become inactive	Common practice	
Community Car requests	Retain personal data for 1 month following request	Management	Delete – hard copies not held
Store Cupboard / Foodbank support requests	2 years	Management	Delete hard copies not held

At a Meeting of Wem Town Council on the 26.5.22 the aforementioned policy was reviewed.