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

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| **Document** | **Min Retention Period**  | **Reason** | **Disposal** |
| **COUNCIL MANAGEMENT** |  |  |  |
| 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 |
| **FINANCE** |  |  |  |
| 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 |
| 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 1969Employers liability regulations 1998 | Shred a list will be kept of those documents disposed 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. |
| **ALLOTMENTS** |  |  |  |
| 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 |
| **BURIAL** |  |  |  |
| Register of fees collectedRegister of burialsRegister of purchased gravesRegister/ plan of grave spacesRegister of memorialsApplications for intermentApplication for right to erect memorialsDisposal certificatesCopy of Exclusive right of Burial Certificates | Indefinite | Archives, Local Authorities Cemeteries Order 1977 (SI.204) | n/a |
| **HEALTH AND SAFETY** |  |  |  |
| 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 |
| **LEGAL MATTERS, NEGLIGENCE and TORTS** |  |  |  |
| 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 |
| Rent | 6 years |  | Shred |
| Breach of Trust | None |  | Shred |
| Trust Deeds | Indefinite |  | N/A |
| **PERSONNEL RECORDS** |  |  |  |
| 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 |
| **PLANNING** |  |  |  |
| 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 |
| **CIVIC / MAYORAL ACTIVITIES** |  |  |  |
| Civic Diaries | Indefinitely | Audit, Tax, VAT, Management, Archive |  |
| Civic Correspondence | 6 years | Audit, Tax, VAT, Management |  |
| **CCTV** |  |  |  |
| Review requests | 3 years  | Data Protection | Shred |
| Discs | For as long as required | Data protection | Shred |
| Photographs/ digital prints | 31 days | Data protection | Shred |
| **GENERAL**  |  |  |  |
| Routine correspondence, papers & emails | Unless it relates to specific categories outlined in the policy, correspondence, both paper and 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 items) |
| 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 monthsRecommend 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 1st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to 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 | Archive |  |
| Byelaws and orders | Preserve one of each and transfer for records office once they become inactive | Common practice |  |

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