

BELPER TOWN COUNCIL

DOCUMENT RETENTION AND DISPOSAL POLICY

Adopted at Full Council at meeting on 13 June 2017.

Background

1. Belper Town Council (The Council) acknowledges the importance of keeping documents for audit purposes and to be open to inspection by the public under the Freedom of Information Act 2000.
2. The Council also acknowledges the need to reduce the amount of paper and documents retained and stored due to the lack of archive space.
3. The Council has adopted this Policy to clarify what documents shall be retained and when documents can be disposed off.

Disposal

1. All documents to be disposed of shall be recycled where possible.
2. All documents containing Personal Information (as defined by the Data Protection Act 1998) or other information that in the opinion of the Town Clerk/Assistant Clerk may compromise the business of the Council shall be cross shredded before disposal.

Retention Periods

1. The Retention Periods in Schedule 1 shall be adhered to when considering whether to dispose of a document.
2. All archived files shall be marked with a disposal date in accordance with this Policy.

Archiving

1. All files/documents that concern enquiries/complaints/actions that have been finalised and no further action has been required for three (3) months shall be archived.
2. The archived file shall be weeded of all duplicate information and documents provided under the Data Protection Act 1998. These documents shall be disposed off.
3. The archived file shall be marked with a disposal date in accordance with this Policy.
4. The archived file shall then be archived.
5. The Town Clerk/Assistant Clerk shall annually review the archived files and dispose of any that can be disposed of under this Policy.
6. Documents that cannot be disposed of or in the opinion of the Town Clerk/Assistant Clerk are of Parish interest shall be sent to Derbyshire County Council Records Office for archiving.

Review

1. This Policy shall be reviewed annually.

Schedule 1

Document	Retention Period	Reason for retention period
Minute Books	Indefinite	Archive
Scale of fees and charges	5 years	Management
Income and expenditure accounts	Indefinite	Archive
Receipt books	6 years	VAT
Bank statements, including deposit and savings accounts	Last completed Audit year	Audit
Bank paying in books	Last completed Audit year	Audit
Cheque Book stubs	Last completed Audit year	Audit
Unsuccessful Quotation and tenders	6 years	Statute of Limitations
Successful Quotation and tenders	15 years after the contract has ended	Statute of Limitations
VAT invoices	6 years	VAT
Paid cheques	6 years	Statute of limitations
VAT records	6 years	VAT
Petty cash, postage and telephone books	6 years	VAT
Timesheets	Last completed Audit year	Audit
Wages slips	12 years	Superannuation
Insurance policies	25 years	to coincide with any possible claim under Statute of Limitations
Investments	Indefinite	Audit/management
Title deeds, leases, and contracts	15 years after disposal, termination or contract end	Audit
Members Allowance Forms/register	6 years	Tax, Statute of Limitations
Chapel/Open Spaces lettings diary receipts invoices emails confirming bookings	6 years	VAT
Allotments Register Plan Agreements Correspondence under the Agreements	Indefinite Indefinite 6 years after agreement end	Audit/management

Events/food fayre/farmers market Plans Receipts Invoices	6 years after event	Audit/management
Facilities- Public Toilets/car parks /market place etc Invoices Receipts Complaints Inspection reports	6 years	Audit/Management
General Enquiries/advice/assistance	2 years	Management