



DOCUMENT RETENTION AND DISPOSAL POLICY

Date of Implementation: Full Council 18 July 2023

Signed: Mayor

Date:

Date of review

DOCUMENT RETENTION AND DISPOSAL POLICY

1. INTRODUCTION

Downham Market Town Council (the 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 Council.

This document provides the policy framework, through which, this effective management can be achieved and audited.

It covers: Scope, Responsibilities, Retention Schedule, Document Disposal Protocol.

2. SCOPE

This policy applies to all records created, received or maintained by the Council, in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Council and which are thereafter retained (for a set period) in hard copy or electronically.

3. RESPONSIBILITIES

The 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 the implementation of this policy is the Town Clerk, and they are required to manage the Council's records in such a way to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

4. RETENTION SCHEDULE

The Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. 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 Town Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored.

5. DOCUMENT DISPOSAL PROTOCOL

5.1 Documents should only be disposed of if reviewed in accordance with the following:

- . is retention required to fulfil statutory or other regulatory requirements?
- . is retention required to meet the operational needs of the service?

- . is retention required to evidence events in the case of a dispute?
 - . is retention required because the document or record is of historical interest or intrinsic value?
- 5.2 Where documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned.
- 5.3 Documents can be disposed of, by any of the following methods:
- . Non-confidential records: place in a clear recycling bag for disposal.
 - . Confidential records or records giving personal information: shred in the provided shredder.
 - . Deletion of computer records.
 - . Transmission of records to an external body such as County Records Office.
- 5.4 The following principles should be followed when disposing of records:
- . All records containing personal or confidential information should be destroyed at the end of the retention period.
 - . Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve'.
 - . Where documents are of historical interest it may be appropriate that they are transmitted to the County Records Office.
 - . Back-up copies of documents should also be destroyed (including electronic or photographed documents unless special provisions exist for their disposal).

DOWNHAM MARKET TOWN COUNCIL

RETENTION OF DOCUMENTS

Document	Minimum Retention	Reason
Minutes	Indefinite	Archive
Annual Records	Indefinite	Archive
Annual Return	Indefinite	Archive
Bank Statements	7 years	Audit/Mngt
Cheque book stubs	last completed audit	Management
Paying in books	last completed audit	Management
Quotations	7 years	Audit
Paid invoices	7 years	Audit/VAT
VAT/HMRC records	7 years	Audit/VAT
Salary records	7 years	Audit
Tax and NI records	7 years	Audit
Insurance policies	whilst valid	Audit
Cert of Employers Liability	40 years	Audit/LEGAL
Cert of Public Liability	40 Years	Audit/LEGAL
Assets register	Indefinite	Audit
Deeds, leases	Indefinite	Audit
Booking Policy	7 years	Management
Copies of bills to hirers	7 years	Audit/Mngt
scales of fees & charges	6 years	Audit
Quotations & tenders	6 years	Audit/Mngt
Hall hire	1 year	Management
Allotments register & plans	indefinite	Management
Parking	3 years	Management
Complaints	3 years	Management
Neighbourhood Plan	Indefinite	Management
Accident Forms	25 years	Management
Incident Forms	25 years	Management
Risk Assessments	on going	Management
H & S Docs and External Contractors	4 years	Management
Record of any reportable injuries, diseases or dangerous occurrences	3 years	Management

Pension records	until individual is 66 years old	Management
Personnel records/ Employment contracts	7 years after termination of employment	Management
Identification documents	2 years after termination of employment	Management
Declaration of acceptance of office	Term of office + 1 year	Management
Members register of interest	Term of office + 1 year	Management
Complaints	1 year	Management
General Information	3 months	Management
Routine correspondence	6 months	Management

PLANNING APPLICATIONS

All planning applications and relevant decision notices are available on the King's Lynn and West Norfolk Borough website.

There is no requirement to retain duplicates locally. All Council recommendations in connection with these applications are recorded in the council minutes and are retained indefinitely.

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