

MILDENHALL HIGH TOWN COUNCIL

The Pavilion. Recreation Way. Mildenhall. Bury St. Edmunds. Suffolk. IP28 7HG



RETENTION OF DOCUMENTS POLICY

1. Introduction

- 1.1 The 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.
- 1.2 This document provides the policy framework through which this effective management can be achieved and audited.

2. Scope of the Policy

- 2.1 This policy applies to all records created, received or maintained by the Town Council in the course of carrying out its functions. Records are identified 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 transactions or activities. Records may be created, received or maintained in hard copy or electronically.

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- 2.2 A small percentage of the Town Council's records will be selected for permanent preservation as part of the Council's archive and for historical research.

3. Responsibilities

- 3.1 The Town Council has a corporate responsibility to maintain its records and record management in accordance with regulations.
- 3.2. The person with overall responsibility for the implementation of this policy is the Town Manager who is required to manage the Council's records in such a way as to promote compliance with this policy so that information may be retrieved easily and appropriately as and when required.

4. Retention Schedule

- 4.1 Under the Freedom of Information Act 2000, and the General Data Protection Regulations 2018, the Town Council is required to maintain a retention schedule listing the record series created in the course of its business. The retention schedule sets out the length of time for the retention of each series of records and the action to be taken when records are of no further administrative use.
- 4.2 The Town Manager is expected to manage the current record keeping systems in accordance with the retention schedule and to take account of different retention periods when creating new systems.

4.3 The retention schedule refers to record series irrespective of the media in which they are stored.

4.4 Schedule

| Document | Minimum Retention | Reason |
|--------------------------------------|--|------------------|
| Minute Books | Indefinite | Archive |
| Annual Accounts | Indefinite | Archive |
| Annual Return | Indefinite | Archive |
| Bank Statements | Last completed audit year | Audit/Management |
| Cheque Book stubs | Last completed audit year | Audit/Management |
| Paying in books | Last completed audit year | Audit/Management |
| VAT records | 6 years | Audit/HMRC |
| Paid invoices | 6 years | Audit/VAT |
| Petty cash records | 6 years | HMRC/VAT |
| Salary records | 6 years | Audit |
| Tax & NI records | 6 years | Audit |
| Insurance Policies | Whilst valid | Audit/Management |
| Assets register | Indefinite | Audit/Management |
| Deeds, Leases | Indefinite | Audit/Management |
| Booking records | 6 years | Audit/VAT |
| Allotment records | Indefinite | Audit/Management |
| Declarations of Acceptance Of Office | Mayor – attached to Minutes, Members – Term of Office + 1 year | Management |
| Members Register of Interests | Term of Office + 1 year | Management |

5. Planning Applications

5.1 The Town Council is consulted by West Suffolk District Council on all developments in the parish.

5.2 Town Council comments on applications are recorded in the Minutes of the relevant meeting and attached to the application documents, which are retained for a period of 2 years, with the exception of applications related to listed buildings or other significant buildings in the town, such applications are

retained for permanent preservation as part of the parish archive and for historical research.

6. General Correspondence

6.1 General and routine correspondence including emails is retained as below:

| | | |
|-----------------------------------|---------------------------|------------|
| Complaints | 1 year | Management |
| General Information | 1 year | Management |
| Routine Correspondence and emails | 2 years | Management |
| Rough notes from Meetings | Until adoption of Minutes | Management |

7. Disposal Procedures

7.1 All documents no longer required for administrative reasons should be shredded and disposed of securely.