DOCUMENT RETENTION POLICY

YEOVIL TOWN COUNCIL

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1. Introduction

1.1 Yeovil Town Council requires a wide variety of documents for transacting its business and is committed to retaining these documents in a format and for periods of time that enables the Town Council to meet its statutory obligation in respect of documents subject to legislation.

1.2 The document storage arrangements should:

- Ensure security of documents
- Protect employees privacy
- Facilitate access to information
- Optimise the use of storage space
- Be cost effective
- Facilitate the destruction of redundant documents

2. Scope

2.1 The policy applies to users of Yeovil Town Council information records, both paper and electronic, it includes councillors and employees.

3. Statutory Requirements

3.1 Documents subject to a statutory period of retention are identified by their associated legislation in Appendix A.

4. Personal data

4.1 In accordance with Data Protection legislation and the General Data Protection Regulations 2018, personal data will not be retained for longer than necessary.

5. Security of Documents

5.1 Yeovil Town Council records are held in paper and/or electronic format. To minimise the risk of accidental loss of valuable records, masters or copies (as deemed appropriate) are stored in a fireproof safe.

6. Employee's privacy

6.1 The privacy of personnel records will be appropriately assured.

7. Availability and Access:

7.1 All records necessary to Yeovil Town Council's business will be retained for a period of time that reasonably assures the availability of records needed.

8. Storage space and cost

8.1 Redundant records may be destroyed in order to reduce the cost of storage, indexing and handling the vast quantity of documents that would otherwise accumulate. Destruction of documents will be undertaken in accordance with the provisions of this policy to avoid any inference that a document was destroyed in anticipation of a problem.

9. Electronic storage

9.1 Records maintained electronically will be subject to the same rules of retention and security as paper records. This includes email correspondence.

10. Disposal of records

10.1 All records containing personal information, such as personal names and addresses, will be disposed of through shredding as confidential waste. Where the volume of documents is too large for Town Council facilities, alternative means of record destruction will be used, such as commercial services.

10.2 Non-confidential records, such as correspondence from other government bodies, trade publications etc. will be recycled as paper recycling.

10.3 Computer hardware will be professionally cleaned of data prior to disposal or the hardware will be destroyed.

11. Implementation of the Policy

11.1 The Town Clerk will be responsible for the implementation of the policy.

12. Monitoring and Review

12.1 The policy will be reviewed periodically to monitor its effectiveness.

This policy should be read in conjunction with the following Yeovil Town Council policies and documents:

- Data Protection Policy
- Information Security Incident Policy
- Privacy Notice

APPENDIX A

Document	Minimum Retention Period	Reason
Corporate		
Signed minutes of Council, Service Committees and Sub-Committees	Indefinite	Archive
Draft/rough notes of minutes taken at meetings	1 year after minutes are approved	Management
Adopted Council policy and procedure documents	Indefinite (archive after superseded)	Management
Press releases/publications	Indefinite	Management
Finance		
Scale of fees and charge	6 years plus current	Management
Receipt and payment accounts	Indefinite	Archive
Receipt books	6 years plus current	VAT
Bank statements	Last completed audit year	Audit
Paying in books	Last completed audit year	Audit
Cheque stubs	Last completed audit year	Audit
Quotations and tenders	6 years plus current	Limitations Act 1980 (as amended)
Paid invoices	6 years plus current	VAT
Paid cheques	6 years plus current	Limitations Act 1980 (as amended)
VAT records	6 years plus current	VAT
Petty Cash	6 years plus current	VAT; Limitations Act 1980 (as amended)
Investments/Borrowing	Indefinite	Audit; Management
Employees		
Time Sheets	3 years plus current	Personal injury
Payroll records	13 years plus current	Superannuation
Personal data of employees	15 years after employment terminates	Recommended practice
Recruitment paperwork	1 year for all except successful candidate	Recommended practice
Statutory maternity, paternity and adoption pay records and evidence	3 years plus current	Maternity and Parental Leave etc. Regulations 1999

Members		
Members Allowances	6 years plus current	Tax; VAT; Limitations Act 1980 (as amended)
Register of Members Interests	18 months after individual ceases to be a Member	Management
Acceptance of Office	18 months after individual ceases to be a Member	Management
Insurance		
Insurance policies	While valid	Management
Certificates of Employers' Liability Insurance	40 years from date of which insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI.2753), Management
Health and Safety		
Accident books/reports	3 years or if a child/young adult until that person reaches the age of 21	RIDDOR (SI.1995/3163)
Equipment inspection records	25 years	Management
Premises inspection records	25 years	Management
Risk assessments	3 years plus current	Management
Other		
Title deeds, leases, agreements, contracts	Indefinite	Audit; Management
Personal contracts (e.g. hall hire/allotments)	1 year post cessation of contract	Management
Formal complaints made under the Council's Complaints procedure	6 years plus current	Management
Freedom of Information Requests Received	6 years plus current	Management
Public Consultation – survey and returns	3 years plus current	Management
Correspondence (including e-mail)	1 year (post completion)	Management

Yeovil Town Council
29th May 2018