**YEOVIL TOWN COUNCIL**

**DOCUMENT RETENTION POLICY**

1. **Introduction**
   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.
   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

1. **Scope**
   1. The policy applies to users of Yeovil Town Council information records, both paper and electronic, it includes councillors and employees.
2. **Statutory Requirements**
   1. Documents subject to a statutory period of retention are identified by their associated legislation in Appendix A.
3. **Personal data**
   1. In accordance with Data Protection legislation and the General Data Protection Regulations 2018, personal data will not be retained for longer than necessary.
4. **Security of Documents**
   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.
5. **Employee’s privacy**
   1. The privacy of personnel records will be appropriately assured.
6. **Availability and Access:** 
   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.
7. **Storage space and cost**
   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.
8. **Electronic storage**
   1. Records maintained electronically will be subject to the same rules of retention and security as paper records. This includes email correspondence.
9. **Disposal of records**
   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.
   2. Non-confidential records, such as correspondence from other government bodies, trade publications etc. will be recycled as paper recycling.
   3. Computer hardware will be professionally cleaned of data prior to disposal or the hardware will be destroyed.
10. **Implementation of the Policy**
    1. The Town Clerk will be responsible for the implementation of the policy.
11. **Monitoring and Review**
    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 |
| Wages/Salary records | 12 years | Superannuation |
| Personal data of employees | 6 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 |