

## Deal Town Council

### Records Management Policy and Procedure

This policy details the minimum retention time for council documents before disposal in order for the council to comply with the Freedom of Information Act 2000 Publication Scheme. Certain documents need to be kept indefinitely.

KEY: P = Preserve permanently, R = Review, D = Destroy

(DTC – Deal Town Council)

Document	Action	Minimum Retention Period	Reason
Signed minutes	P	Indefinite	DTC Archive
Agendas	P	Indefinite	DTC Archive
Councillors' Declaration of office	P	Indefinite	DTC Archive
Councillors' DPI forms	D	Term of office + 3 additional years	Management
Employee records	D	7 years after termination of contract	Limitation period
Recruitment application forms/interview notes	D	1 year	Management
Invitations/tickets/mayoral correspondence	D	While still current	Management
Correspondence files concerning major events and activities/photographs	P	Indefinite	DTC Archive
Clerk's handwritten records and draft minutes	D	Until minutes signed and approved by council	Management
Agenda for council meetings unless minutes have not survived	D	Until there is no longer an administrative requirement	Management
Circulars, routine correspondence etc	D	While still current	Management
Documents of title etc. to sites and buildings owned by the council	P	Indefinite	DTC Archive
Files relating to major town projects	P	Indefinite	DTC Archive
Policy documents	P	Indefinite	DTC Archive
Title Deeds/Leases	P	Indefinite	DTC Archive
Quotations & Tenders	R	6 years/indefinite	Statute of limitations
Quotations & Tenders for minor works	D	6 years	Statute of limitations
Unsuccessful tenders	D	3 years	Challenge
Annual budget	P	Indefinite	DTC Archive
Financial returns income/expenditure accounts	P	Indefinite	DTC Archive
Receipt books	D	6 years	VAT
Bank statements/deposit books	D	6 years	TAX, VAT, Audit
Cheque book stubs paid	D	6 years	TAX, VAT, Audit
Petty cash books	D	6 years	TAX,VAT, Limitation period
Postage books	D	6 years	TAX,VAT, Limitation period

Document	Action	Minimum Retention Period	Reason
Paid invoices	D	6 years + current	VAT
VAT records	D	6 years	VAT
Paid cheques	D	6 years	Limitation period
Time sheets	D	Last audit year	Audit
Expenses book	D	6 years	Tax/Audit
Insurance policies	D	Current	Audit
Certificates for Insurance against liability for employees	D	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI.2753), Management
Payroll records	D	12 years	Limitation period
Investments (other than bank account)	P	Indefinite	Audit, Management