



BEXHILL-ON-SEA TOWN COUNCIL

RETENTION OF DOCUMENTS POLICY

DRAFT 20TH JULY 2022

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

- a) Scope
- b) Responsibilities
- c) Retention Schedule
- d) Disposal of records

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 defined 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 its transactions or activities. These records may be created, received or maintained in hard copy or electronically.
- 2.2 A small percentage of the Town Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

3. Responsibilities

- 3.1 The Town Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment.
- 3.2 The person with overall responsibility for the implementation of this policy is the Clerk to the Town Council, and they are required to manage the Council's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

4. Retention Schedule Under the Freedom of Information Act 2000

- 4.1 The Town Council is required to maintain a retention schedule listing the record series which it creates in the course of its business.
- 4.2 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.
- 4.3 The 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.

4.4 Disposal procedures: All documents that are no longer required for administrative reasons should be shredded and disposed of.

5. Retention of Documents Schedule

This retention schedule refers to record series regardless of the media in which they are stored.

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Minute books	Indefinite	Archive
Recordings of Meetings	Last complete municipal year	Management
Scales of fees and charges	6 years	Management
Receipt and Payment accounts	Indefinite	Archive
Receipt books of any kind	6 years	VAT
Bank statements	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Cheque books stubs	Last completed audit year	Audit
Quotations and Tenders	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	VAT
Paid Invoices	6 years	VAT
Paid Cheques	6 years	Limitation Act 1980 (as amended)
Petty cash, postage and telephone books	6 years	Archive
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal Injury (best practice)
Wages books	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	40 years from date insurance commenced	The Employers Liability (Compulsory Insurance) Regulations 1988 (SI 2753)
Investments	Indefinite	Audit, management
Title deeds, leases, agreements, contracts	Indefinite	Audit, management
Members allowance register	6 years	Tax, Limitation Act 1980 (as amended)
Allotment register and plans	Indefinite	Audit, Management