



# Ashbourne Town Council

## Record Retention Policy

Record Retention Policy was reviewed by

Ashbourne Town Council on .....

Signed .....(Mayor)



## ASHBOURNE TOWN COUNCIL

### Record Retention Schedule

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

Document Category	Minimum Retention Period	Reason
<b>Minutes</b>		
Minutes of Council meetings	Indefinite	Archive
Minutes of committee meetings	Indefinite	Archive
<b>Employment</b>		
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information, Wages books	12 years	Management
Staff references	6 years after ceasing employment	Management
Application forms (interviewed – unsuccessful)	6 months	Management
Application forms (interviewed – successful)	6 years after ceasing employment	Management
Disciplinary files	6 years after ceasing employment	Management
Staff appraisals	6 years after ceasing employment	Management
Timesheets	3 years	Personal Injury
<b>Finance</b>		
Scales of fees and charges	6 years	Management
Receipt and payment accounts	Indefinite	Archive
Receipt books	6 years	VAT
Bank statements	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Paid invoices	Last completed audit year	VAT
Paid cheques	Last completed audit year	Limitation Act 1980
Payroll records	6 years	HMRC
Petty cash, postage and telephone books	Last completed audit year	Tax, VAT, Limitation Act 1980 (as amended)
VAT records	6 years	VAT
VAT on rents	20 years	VAT
Investments	Indefinite	Audit and Management
Title deeds, leases, agreements, contracts	Indefinite	Audit and Management
Quotations and Tenders	6 years	Limitation Act 1980
<b>Insurance</b>		
Insurance policies	6 years after policy end	Management

Certificates for Insurance against liability for employees	Indefinitely	Employers' Liability (Compulsory Insurance) Regs 1998/ Future Claims
Certificates for Public Liability	6 years after policy end	Management
Insurance claim records	6 years after policy end	Management
<b>Health and Safety</b>		
Accident books	3 years from date of last entry	Statutory
Risk assessment	3 years	Management
<b>General Management</b>		
Councillors contact details	Duration of membership	Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
Lease agreements	12 years	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
Email messages	At end of useful life	Management
Consent forms	5 years	Management
Members GDPR Security Compliance Form	Duration of membership	Management
<b>For halls, centre and recreation grounds:</b>		
Application to hire, lettings diaries, copies of bills to hirers, record of tickets issued	6 years	VAT
<b>For allotments:</b>		
Register and plans	Indefinite	Audit and management
<b>For burial grounds:</b>		
Register of fees collected, register of burials, register of purchased graves, register/ plan of grave spaces, register of memorials, applications for internment, applications for right to erect memorials, disposal certificates, and copy certificates of grant of exclusive right of burial	Indefinite	Archives and Local Authorities Cemeteries Order 1977 (SI.204)

The Record Retention Policy was Reviewed by Ashbourne Town Council on

Dated.....

Signed.....