

# HATFIELD TOWN COUNCIL

## Document Retention Policy



## DOCUMENT RETENTION POLICY

RECORD	ACTION	MINIMUM RETENTION PERIOD	REASON
Agendas	Destroy	5 years	Archive
Byelaws and orders	Preserve	Indefinite	Archive
Councillors Declarations of acceptance of Office	Preserve	Indefinite	Archive
Councillors Register of interest	Destroy	1 year after member leaves Council	
Routine correspondence	Destroy	Retain as long as useful	
Correspondence & papers on important local issues	Preserve	Indefinite	Archive
Draft Minutes	Destroy	Destroy when minutes approved	
Employees records	Destroy	5 years after termination of contract	
Gifts and Hospitality Records	Preserve	Indefinite	Challenge
Health and Safety Records	Preserve	Indefinite	Challenge
Insurance policies	Destroy	1 year (see below)	
Insurance policy company name & policy number	Preserve	Indefinite	Challenge
Insurance policies – employee liability	Preserve	Forty years	Challenge
Leases, licenses and agreements.	Preserve	Indefinite.	Archive
Minutes (signed) of the Council & Committees	Preserve	Indefinite	Archive
Personnel – recruitment records	Destroy	One year	Limitation period
Quotations and tenders for works	Destroy	6 years	Statute of limitation
Property registers including plans for allotments, open spaces, gardens, amenity areas	Preserve	Indefinite.	Archive
Scales of fees and charges	Destroy	Six years	Management

## FINANCIAL

RECORD	ACTION	MINIMUM RETENTION PERIOD	REASON
Audit returns to external auditor	Preserve	Indefinite	Archive
Bank Statements	Destroy	Last completed audit year	Audit and grant funding
Bank paying in book and cheque book stubs	Destroy	Last completed audit year	Audit and grant funding
Borrowing	Preserve	Indefinite	Audit management
Hiring records of properties	Destroy	6 years	VAT
Internal Audit Management	Preserve	Indefinite	Audit Management
Investments	Preserve	Indefinite	Audit Management
Paid invoices	Destroy	6 years	VAT / grant funding
Paid cheques	Destroy	6 years	Limitation period/ grant funding
Petty Cash records	Destroy	6 years	VAT
Precept requests	Destroy	Retain as long as of value	
Project management records	Preserve	Indefinite	Archive /Audit/ grant funding
Receipt books of all kinds	Destroy	6 years	VAT
Receipts and Payments records	Preserve	Indefinite	Archived
Salaries records	Destroy	12 years	Superannuation
Staff time sheets	Destroy	Last completed audit year 3 years	Audit
VAT records	Destroy	6 years but 20 years for VAT on rents	VAT

<b>OTHER INCLUDING PLANNING</b>			
<b>RECORD</b>	<b>ACTION</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>REASON</b>
General historic information relating to Hatfield	Preserve	Indefinite	Archive
Legal papers	Preserve	Indefinite	Archive
Planning documents relating to Hatfield generally	Destroy	After comment made by Town Council	Available on WelHat website
Planning documents relating to Hatfield Council <ul style="list-style-type: none"> <li>• Town Plans</li> <li>• Design Statements</li> <li>• Policies</li> </ul>	Preserve	Indefinite	Archive

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### POLICY FOR RETENTION OF DOCUMENTS

- The table identifies when the retention period of records is due to expire and how immediate action will be taken to ensure the disposal of documents is undertaken in a proper and secure manner.
- When the information reaches the expiry date for retention, the Town Clerk will ensure that all copies of that information are permanently destroyed. If the information is held in more than one media the information must be removed from all the Councils record systems.
- The Town Council will endeavour to minimise the amount of paperwork both produced and received, notwithstanding this there will still be a certain amount of paperwork to process.
- To avoid confusion the method of destruction of all paper documents, with the exception of junk mail which will be returned to sender, is that it will be treated as confidential waste and will be shredded by a registered waste disposal operator and a certificate of destruction obtained.
- The method of destruction for all electronic data will be electronic erasing and in the case of CD or DVD the method of disposal will be by a registered waste disposal operator with a certificate of destruction obtained.
- Electronic copies will be completely deleted from any memory source or other media.

## **2. STORAGE OF DOCUMENTS.**

- Archived records will be stored at the County Archives or Birchwood Leisure Centre.
- Minutes will be kept at County archives or Birchwood Leisure Centre.
- If records need to be kept indefinitely, the Town Clerk will consider the most effective way of storage taking into account any space restrictions.
- The Town Clerk may consider all forms of media for storage to accommodate the needs of the Council provided reproduction from that media is legally acceptable.

**Carrie Lloyd Town Clerk**