

# **RECORDS MANAGEMENT POLICY (RECORD RETENTION, DESTRUCTION AND ARCHIVE)**

**Report of the Town Clerk**

**Date: November 2015**

**Revision 1**

## **Chepstow Town Council**

Chepstow 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:

### **Recommendation:**

That Council adopt the schedule included in this guideline listing the main type of Town Council records and resolve to approve of the recommendation for their retention and disposal.

- Scope of the Policy
- Responsibilities
- Retention Schedule
- Consideration of records to be preserved permanently

### **Scope of the Policy**

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. 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.

### **Responsibilities**

The Town Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Town Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the Town Council's records management guidelines.

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.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems. The retention schedule refers to record series regardless of the media in which they are stored.

Retention Schedule  
Record Management List

<b>Document Record Type</b>	<b>Min Retention period</b>	<b>Reason</b>	<b>Where stored</b>
<b>Correspondence</b>			
Signed minutes of Council Meetings	Indefinite	Legal requirement	Town Council office
Agendas	Indefinite legal requirement supports the minutes	Legal requirement	Town Council office
Correspondence and papers on important local issues and activities	6 years	For reference or preservation	Town Council office
General correspondence	6 years	For reference	Town Council office
<b>Finance</b>			
Invoices	10 years	VAT inspections carried out every 10 years	Town Council office
Paid cheques	10 years	VAT inspections carried out every 10 years	Town Council office
Vat records	10 years	VAT inspections carried out every 10 years	Town Council office
Pension records	Two years after the former employee dies Recommendation	Two years after the former employee dies Recommendation	Town Council office

	from SLCC	from SLCC	
Management finance and payroll scale of fees and charges	5 years	Recommendation from SLCC	Town Council office
Management receipt and payment of accounts and annual financial return	10 years	VAT inspections carried out every 10 years	Town Council office
Receipt books of all kind inc petty cash	10 years	VAT inspections carried out every 10 years Town Council office	Town Council office
Vat bank statements including deposit savings accounts	10 years	VAT inspections carried out every 10 years	Town Council office
Bank paying in books	10 years	VAT inspections carried out every 10 years	Town Council office
Cheque book stubs	10 years	VAT inspections carried out every 10 years	Town Council office
Audit budgetary control papers	5 years	Recommendation from SLCC	Town Council office
General			
Quotations and tenders	2 years	Reference only	Town Council office
Routine correspondence papers and e mails	2 years	Reference only	Town Council office
Contracts			
Contracts	6 years after the contract has ended	Should a claim be brought under the contract	Town Council office
Hand written or typed notes from meetings	Shredded after typed up and the typed up notes approved at the next meeting	These are not legal record of the meeting and are not available under the FOI Act	Town Council office

Health and Safety			
Insurance privacies and certs of employers liability insurance claim records	21 years  7 years after all obligations are concluded allowing for claimant to reach age 25 years	Should a claim arise	Town Council office
Health and safety accident records	25 years from inception management accident books industrial injury claims	Should a claim arise	Town Council Office
Buildings & Premises Records			
Management premises inspection records The Gatehouse	25 years from closure of records	Should a claim arise	Town Council Office
Management premises inspection records Thomas street	25 years from closure of records	Should a claim arise	Town Council Office
Management premises inspection records Old Library building	25 years from closure of records	Should a claim arise	Town Council Office
Management of risk assessment	25 years from closure of records	Should a claim arise	Town Council office
Risk policy	25 years from closure of records	Should a claim arise	Town Council office
Management equipment records	25 years from closure of records	Should a claim arise	Town Council office
HR /Personnel Records			
Personnel records	2 years	For a comparison of sickness and absence	Town Council office
Application forms Interviewed unsuccessful	6 months	Should a claim arise	Town Council office
Personnel files (not payroll information )	6 years after ceasing employment	Should a claim arise	Town Council office

Title deeds leases agreements and correspondence			
Title deeds	Whilst the council owns the or occupies or has an interest in the land and or property	Not required after the council is no longer owning or occupying the land	Town Council office
Contracts	Whilst the contract is active	not required after the contract has expires and the defects liability period of one year has expired	Town Council office
Members allowances and interests			
Members allowances	10 years	Vat inspections conducted every 10years	Town Council office
Register of Members interests	2 years	Destroy after member ceases to be a Councillor	Town Council office
Press releases	2 years	Reference only	Town Council office
Surveys and returns	Until project completed	Only current records required	Town Council office
Newsletters etc. from other bodies	Retain as long as useful	Used for reference purposes and advice	Town Council office
Planning Applications	Not retained beyond one year except for significant contentious developments	Held on line and with the Planning authority	Town Council office
Town Council Newsletters	3 years	Reference only	Town Council office
Allotment holders register	1 year	Only current records required , no need to keep data for longer than necessary	Town Council office
Market Traders register	1 years	Only hold current records , no need to keep data for longer than necessary	Town Council office
Agency agreements	10 years	Used for reference	Town Council office

		purposes	
Services for which the Council is entitled to recover a fee together with the fees information is burial fees, charges for	10 years	Used for reference purposes	Town Council office
Grant s information Where the Council, is issuing grants to community groups village centres recreational facilities playing fields, etc. and keeping records of outcomes	10 years	Used for reference purposes	Town Council office
Roadside Seats, litter bins, clocks ,war memorial, lighting bus shelters , dog bins etc	10 years	Used for reference purposes	Town Council office

Consideration of records to be preserved permanently at the Gwent Archives or at Town Council offices

Records in this category (when no longer regularly consulted on within the Town Council offices) should be given to safe deposit in the Gwent Archives. These are generally easy to identify: the obvious examples are the main series of signed Council and Committee minutes and the receipt of payment books.

Other records may be less easy to select, in particular correspondence files on important local issues and planning applications and papers on controversial developments. Here the Town council Clerk in partnership with Councillors may be best placed to decide the records to be kept indefinitely and has a duty to collect, preserve and make available for research. The written evidence left by local government bodies forms a crucial part of Gwent archives collections and the records of Parish and Town councils, produced since their establishment in 1894, are an important element of this.

Category	Preserve indefinitely	Why?	Where?
Records of Burials, Charities, Fire brigades Home Guard, Local society,	Yes	Common practice	Gwent Archives

Any records predating the establishment of parish councils 1894 e.g. Poor law Surveys Tithes aspect	Yes	Common practice	Gwent Archives
Photographs of local life Over 100 years	Yes	Common practice	Gwent Archives
Records relating to town halls centres and recreation grounds applications for hire lettings diaries copies of bills to girders tickets issued records	Yes	Common practice	Gwent Archives
Maps created under the provision of the Rights of Way Act 1932	Yes	Common practice	Gwent Archives
Receipt and payment books	Yes	Common practice	Gwent Archives
Property registers, terriers once inactive	Yes	Common practice	Gwent Archives
Maps plans and surveys of property owned by the Council or	Yes	Common Practice	Gwent Archives
Policy documents of local interest and important local issues or activities	Yes	Common Practice	Gwent Archives
Leases agreements contract and way leaves	Yes	Common Practice	Gwent Archives
Press cutting book	Yes	Common Practice	Gwent Archives
Any records of the Town Council dating to before 1920	Yes	Common practice	Gwent Archives