

Corfe Mullen Town Council

Records Retention Policy

Corfe Mullen 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 association. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by Corfe Mullen Town Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried by the Town Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities.

Records may be created, received or maintained in hard copy or electronically. From 2018, records are kept electronically apart from original signed minutes which are held in hard copy and titles, leases and licences which are held both electronically and in hard copy.

A small percentage of the Town Council's records may be selected for permanent preservation at the Dorset History Centre as part of the Council's Archive and for historical research. In addition, original signed minutes and other documents kept indefinitely will be periodically transferred to the Dorset History Centre.

Responsibilities

Corfe Mullen 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 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.

Retention Schedule

The following schedule outlines the minimum retention periods for Corfe Mullen Town Council's records. Records should not be kept for more than the minimum retention period in most cases.

Document	Minimum Retention Period	Reason
Allotments		
Allotment Plan and current tenants' contact database* This is a living document, current tenancies only shown	Indefinite	Audit Management
Correspondence with tenants (rent letters, inspection letters, etc.	6 years after end of tenancy	Limitation Act 1980 (as amended)
Inspection reports	6 years after end of tenancy	Limitation Act 1980 (as amended)
Tenancy Agreements	6 years after end of tenancy	Limitation Act 1980 (as amended)
Waiting/allocation list	Indefinite Delete allocations 6 years after end of tenancy	Audit Management
Cemeteries		
All registers	Indefinite	Archive Management Local Authorities Cemeteries Order 1977 (SI 204)
Burial applications	Indefinite	Management
Cemetery plan and consecration information	Indefinite	Archive Management Local Authorities Cemeteries Order 1977 (SI 204)
Correspondence with burial right holders	Indefinite	Management
Exhumation records or correspondence	Indefinite	Management
Memorial applications	Indefinite	Management
Pre-purchase applications	Indefinite	Management

Document	Minimum Retention Period	Reason
Cemeteries (continued)		
Scattering of ashes requests and records	Indefinite	Archive Management
Transfer of rights records and correspondence	Indefinite	Archive Management
War Memorial information	N/A	Held by War Graves Commission
Employment		
Payroll – general	12 years	HMRC/Superannuation
Staff employment contracts	6 years after ceasing employment	Management
Staff files, including application forms, references, disciplinary, grievance, appraisals etc.	6 years after ceasing employment	Management
Unsuccessful application forms	6 months	Management
Work-related medical examinations for hazardous substances	40 years	Statutory
Finance		
Accounting Records (receipt & payment vouchers/paid vouchers, VAT records*, petty cash books and vouchers, receipt books, booklet/dvd sales record book, purchase order schedule *20 years for rents but N/A for CMPC	6 years	VAT
Audited Accounts	Indefinite	Archive Management
Bank paying-in books and cheque stubs	Last complete audit year	Audit
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Budget	Permanent	Archive Management
Loan records	6 years after the loan has been repaid	Limitation Act 1980 Management (as amended)

Document	Minimum Retention Period	Reason
Finance (continued)		
Long term investments	Indefinite	Audit Management
Quotations and tenders (successful)	6 years after contract terms have expired (12 years for contracts under seal)	Limitation Act 1980 (as amended)
Quotations and tenders (unsuccessful)	1 year after start of contract	Management
Scales of fees and charges – all services	6 years	Management
General Administration		
Councillors contact details	Duration of membership	Management
Councillor GDPR compliance form	Duration of membership	Management
Councillor Declarations of Office	Duration of membership	Management
Plans of council property	Indefinite	Archive Management
Routine correspondence, help centre enquiries (hard copy or email)	1 year after matter is closed	Management
Records of complaints	2 years after matter is closed	Management
Town Newsletter	Indefinite	Archive
Maps of assets and land	Indefinite	Management
Policy and procedure documents (all current)	While current	Management
Policy and procedure documents (superseded)	6 years after	Limitation Act 1980 (as amended)
Press releases	Indefinite	Archive
Remembrance Parade information	6 years after	Limitation Act 1980 (as amended)

Document	Minimum Retention Period	Reason
Grants		
Grant applications and correspondence – grants by the Town Council and grants for the Town Council	6 years after	Limitation Act 1980 (as amended)
Health & Safety		
Accident books, records and reports	3 years (from when injured is aware they were injured) If under 18 years, three years after the age of 18 years	Limitation Act 1980 (as amended)
All other Health & Safety Records	5 years	Management
Insurance		
Insurance policy documents	While valid	Management
Insurance policy/claims details – previous	Indefinite (as a summary schedule)	Management (potential claims)
Employer's Liability Insurance	40 years	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753). Management
Legal		
Title deeds and leases	Indefinite	Audit Management
Licences, agreements and contracts	6 years after the end of the contract	Limitation Act 1980 (as amended)
Correspondence with landlords and licensors	6 years after the end of the lease or contract	Audit Management
Correspondence with lessees and licensees	6 years after the end of the lease or contract	Limitation Act 1980 (as amended)
Schedule of land and property	Indefinite	Audit Management
Schedule of assets	Indefinite	Audit Management
Byelaws	While valid	Management

Document	Minimum Retention Period	Reason
Meetings		
Original signed minutes – hard copies kept	Indefinite. Periodic transfer to Dorset History Centre when space dictates	Archive
Minute-taking notes	Until minutes approved	Management
Meeting recordings for the purpose of minute writing	Until minutes approved	Management
Agendas and associated reports	Indefinite	Archive Management
Annual Town Meeting minutes	Indefinite	Archive Management