

Management of Records Policy

Key P = Preserve permanently **R** = Review **D** = Destroy

DESTRUCTION POLICY

Tow Law Town Council has the policy to destroy all documentation unless legally required to retain it or the document is of historic interest.

Destruction will be by either shredding or incineration; the arising from such being disposed of at a lawful site.

<u>Record</u>	<u>Action</u>	<u>Minimum Retention Period</u>	<u>Reason</u>
Administration			
Signed Minutes of Council Meetings	P	Indefinite	Archives
Reports & other documents circulated with agendas not attached to signed Minutes	R	Indefinite	
Agendas	P	Indefinite	
Councillors' Declarations of Office	R/D	Period of service plus 2 years	
Byelaws and Orders	P	Indefinite	Audit, Management
Title Deeds	P	Indefinite	Audit, Management
Registration of Village Greens, plans, etc	P	Indefinite	Audit, Management
Maps, plans & surveys of property owned by the Council/Meeting	P	Indefinite	Archives
Correspondence and papers on important local issues or activities	P	Indefinite	Archives
Routine correspondence, papers & emails	D	Retain as long as useful	
Planning applications and related papers for major controversial developments,	RD	5 years after decision date or development completed	
Planning Applications & related papers	D	1 year after the calendar year after decision date accept response and decision sheets retained for 5 years	
Planning Application reports/bulletins etc	D	After 1 year	
Leases, Agreements, Contracts & Wayleaves	P	Indefinite	Audit, Management
Quotations & tenders for major works	R	12years/Indefinite	Statute of limitation
Quotations and tenders for minor works	D	12 years	Statue of limitation
Unsuccessful tenders	D	1 year	Challenge

Health & Safety records		Indefinite	
Scale of Fees and Charges	D	5 years	Management
Insurance Policies	D	Retain while valid	
Finance			
Receipts and payments books	P	Indefinite	Archives
Investments	P	Indefinite	Audit, Management
Account Books and records	D/P	6 years	Audit
Internal Auditor Reports	D/P	6 years	Audit
Cash & Petty Cash books	D/R	6 years	TAX, VAT, Limitation period
Receipt books of all kinds	D	6 years	VAT
Postage and Telephone Books	D	6 years	TAX, VAT, Limitation period
Bank Statements, including deposit/saving accounts	D	6 years	Audit
Bank Paying-in books and cheque book stubs	D	6 years	Audit
Paid Invoices	D	6 years	VAT
Paid Cheques	D	6 years	Limitation period
VAT Records	D	6 years	VAT
Time Sheets	D	Last completed audit year	Audit
Wage Books	D	12 years	Limitation period
Member Allowances Register	D	6 years	TAX Limitation
Miscellaneous			
Community Magazines/New Letters	R/D	2 years min – as long as relevant	
Press cuttings books	P	Indefinite	
Photographs	P	Indefinite	
ALL burial ground records (registers, plans, applications for internment & memorials and copy certificate of grant of exclusive right of burial)	P	Indefinite	Archives Cemeteries Orders & Regulations
Reports, Guides, handbooks etc received by the Council from other bodies	R/D	Retain as long as useful	
Charter Fair test and insurance documentation	D	1 year	