



**HOUGHTON REGIS TOWN COUNCIL**  
**DATA RETENTION POLICY**

Date of Approval:	17 <sup>th</sup> June 2024
Date of Review:	4 <sup>th</sup> March 2024
Date of Re-approval	

Based on NALC Legal Topic 40, 3<sup>rd</sup> August 2022

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## **1. Introduction**

- 1.1 Houghton Regis Town Council is obliged to maintain and retain documentation for a number of purposes, including audit, tax liabilities and in the event of legal disputes and proceedings. Subject to those reasons, papers and records may be destroyed if they are no longer of use or relevance.
- 1.2 Both the Freedom of Information Act 2000 (FOIA) and the UK GDPR (General Data Protection Regulation) require public bodies to manage information and its access in particular ways.

## **2. Strategic approach to record management**

- 2.1 Houghton Regis Town Council's policy on record management will enable the Council to:
  - Comply with the relevant legislation and codes of practice,
  - Create authentic, reliable and useable records,
  - Support the Council's functions, including asset management,
  - Document the Council's decisions and activities,
  - Reduce storage costs,
  - Facilitate the paperless office,
  - Enable the efficient and accurate retrieval of information,
  - Dispose correctly of records no longer required.
- 2.2 The Town Clerk will be responsible for record management. All initial queries should be made to the Town Clerk.
- 2.3 The DPO may undertake regular reviews of this policy to verify that it is in effective operation and advise of any changes for ongoing improvement.

## **3. Staff responsibility**

- 3.1 All staff are obliged to:
  - Keep accurate records in an organised and accessible form,
  - Keep records for only as long as necessary,
  - Document actions and decisions in records,
  - Document reasons for the disposal of records,
  - Ensure all records created by the Town Council are relevant, complete and accurate, without any unsubstantiated or subjective commentary, and protected against unauthorised addition, deletion, alteration, use or concealment.

#### 4. Periods of retention

- 4.1 The minimum periods for which various types of records must be kept are set out in the Retention Schedule at Annex A. These reflect statutory requirements, codes of practice and recommendations published by professional and other bodies. In the absence of any guidance, it will be the responsibility of the Town Clerk to determine a suitable retention period.
- 4.2 At the end of the retention period, the record must be assessed to determine whether it should be retained for a further period. This is particularly relevant where the record has been the subject of a request for access to information under the Data Protection Act (DPA) or the Freedom of Information Act (FOIA). This is the case even where access to information has been refused, as the record should be retained until the end of the period in which an appeal can be lodged or the appeals procedure exhausted.

#### 5. Record disposal

- 5.1 Records designated for disposal must be securely disposed of to preserve confidentiality. No record is to be disposed of without the approval of the Town Clerk, reasons must be given for disposal, and a note made of which records are destroyed with their date of destruction.

#### 6. ANNEX A

##### Types of documentation by activity:

##### Accounting

Documents	Format	Location	Retention Period	Additional Info
Receipt and payment accounts	Paper based and digital	Rialtas Software, Safe room, shared network	Indefinite	Archive
Bank statements, including deposit/savings accounts	Paper based and digital	Shared network	Last completed audit year	Audit and management
Bank paying in books	Paper	Small safe	Last completed audit year	Audit and management
Cheque books	Paper	Small safe	Last completed audit year	Audit and management
Paid invoices	Paper based and digital	Rialtas Software, shared network,	6 years	VAT and HMRC Compliance

		lever arch files (Finance Officer)		Handbook Manual CH15400
Paid cheques	Paper based and digital		6 years	Limitation Act 1980 (as amended)
VAT Records	Paper based and digital	Rialtas Software, lever arch files (Finance Officer)	6 years generally but 20 years for VAT on rents	VAT
Petty cash, postage and telephone books	Paper based and digital	Small safe and shared network	6 years	Tax, VAT, and Limitation Act 1980 (as amended)
Investments	Paper based and digital	Shared network Filing room	Indefinite	Audit and management
Cash book and Accounts Reconciliations	Digital	Rialtas Software, shared network	Financial year plus 6 years	HMRC Compliance Handbook Manual CH15400
Payroll records	Digital	Rialtas Software, shared network	Financial year plus 6 years	HMRC Compliance Handbook Manual CH15400
Payroll forms	Digital	Shared Network Rialtas Software	Financial year plus 6 years after employment ended	Management
Records relating to staff Pension contributions	Digital	Shared Network Rialtas Software	End of Scheme plus 6 years	The Retirement Benefits Schemes (Information Powers) Regulations 1995 s.15

### Administration (Mayoral)

Documents	Format	Location	Retention Period	Additional Info
Mayor's Christmas Card Labels	Digital	Shared Network	Rolling list, amended each year.	Management

Mayor's Christmas Card List – GDPR Forms	Digital	Shared Network	Until requests are made to remove the addressee from the list (i.e. no longer a resident)	UK GDPR/DPA 2018 Must be securely disposed of if the individual exercises their right to be forgotten.
Mayoral Event GDPR Forms	Digital	Shared Network	Until requests are made to remove the addressee from the list (i.e. no longer a resident)	UK GDPR/DPA 2018 Must be securely disposed of if the individual exercises their right to be forgotten.
Mayor's Consort contact details	Digital	Shared Network	4 years (Council term)	Management
Mayor's Consort Disabilities or allergies	Digital	Shared Network	End of post	Management
Invitations for Mayor of Deputy	Digital	Shared Network	8 years (2 Council Terms)	Management
Invitations for Mayor and Deputy	Paper	Labelled Folders on desk of Civic and Events Manager	1 year	Management (given to Mayor / Deputy at end of the Mayoral Term, with personal contact details removed).
Mayoral / Deputy Mayor's Engagement Forms	Digital	Shared Network	8 years (2 Council Terms)	Management
Postal Correspondence	Digital	Shared Network	8 years (2 Council Terms)	Management
Electronic Correspondence	Digital	Shared Network	8 years (2 Council Terms)	Management
Log of Events	Digital	Shared Network	Permanent	Archives
Mayoral Year Book	Digital	Shared Network	Permanent	Archives

Mayoral photographs	Digital	Shared Network	Permanent	Archives
Mayoral / Deputy Mayor's Handbook	Digital	Shared Network	Until superseded	Management

### Administration (Meetings)

Documents	Format	Location	Retention Period	Additional Info
Minute Books	Digital and paper format	Large safe, Shared Network, Town Council website	Indefinitely	
Agendas and reports for Full Council, Committees, Sub-committees and Working Groups	Digital Paper copy	Shared Network Filing room	Date of meeting plus 8 years	Management
Draft Minutes	Digital Note form	Shared Network Personal notebooks	As soon as formal minutes are produced. However typed minutes are draft until approved.	Management
Calendar of Meetings	Digital	Shared Network	4 years	Management
Audio / Video recordings of Meetings	Digital	Shared Network YouTube	Until formal minutes are approved.	Management
Working Group Co-optees	Digital	Shared Network	4 years (1 Council term)	Management

### Administration (Members)

Documents	Format	Location	Retention Period	Additional Info
Record of meeting attendance	Digital	Shared Network Website	Date of next election plus two years	Local Government Act 1972 Schedule 12 para 40

Register of Members addresses	Digital Paper copy	Shared Network Website Officers	Date of next election plus two years	Management
Register of Members interests, register of gifts and hospitality and register of third-party transactions	N/A		Date of next election plus 6 years	Localism Act 2011 Section 29
Records relating to receipt of gifts			Financial year of receipt plus 8 years	Management
Documents relating to Code of Conduct	Digital	Shared Network Website	Date of Code of Conduct plus 6 years	Localism Act 2011 Section 28
Records related to the investigation of complaints about breaches of the Members Code of Conduct	Digital	Shared Network	Date of investigation completed plus one year.	Localism Act 2011 Section 28
Documents relating to the creation and management of members training and induction	Digital	Shared Network	Current year plus 6 years	Management

### Administration (Transparency)

Documents	Format	Location	Retention Period	Additional Info
Council Expenditure	Digital	Shared Network Website	8 years (2 Council terms)	Local Government Transparency Code 2015
Grants Approved	Digital Paper Copy	Shared Network Lever arch folder on Community Services managers desk	8 years (2 Council terms)	Local Government Transparency Code 2015
Fraud Reporting	Digital	Shared Network	8 years (2 Council terms)	Local Government

				Transparency Code 2015
Procurement	Digital	Shared Network	8 years (2 Council terms)	Local Government Transparency Code 2015

### Allotments

Documents	Format	Location	Retention Period	Additional Info
Register and plans	Digital Paper copy	Rialtas Software, Shared Network	Indefinite	Audit and Management
Records regarding allotment holders	Digital	Rialtas Software, Shared Network	Tenure of plot	Management
Legal documentation	Digital	Shared Network	Indefinite	Management

### Annual Report

Documents	Format	Location	Retention Period	Additional Info
Annual Report	Digital	Shared Network Website	Permanent	Record of Council activity / Service delivery

### Asset Management

Documents	Format	Location	Retention Period	Additional Info
Microsoft Licences M365	Digital - Microsoft 365	Cloud based	M365 passwords changed after employee has left HRTC. Data (emails etc) accessed only by those with passwords. After M365 Licence for a user is removed emails have a 30 days retention period unless converter	Management



			to a shared mailbox, then emails are retained or as long as necessary.	
Data back up	Digital	HRTC Server Techies Server	30 days back up Permanent retention of data till user deletes information	Management

### Asset Valuation

Documents	Format	Location	Retention Period	Additional Info
Asset Register	Digital	Shared Network	Permanent	Management

### Audit (Internal)

Documents	Format	Location	Retention Period	Additional Info
Audit report	Digital	Shared Network	8 Years (2 Council terms)	Management

### Audit (External)

Documents	Format	Location	Retention Period	Additional Info
Audit Submission	Digital	Shared Network	Permanent	Management
Audit Supporting Documents	Digital	Shared Network	Permanent	Management
Audit Conclusion	Digital	Shared Network	Permanent	Management
Audit Certificate	Digital	Shared Network	Permanent	Management

### Bedford Square Public Conveniences

Documents	Format	Location	Retention Period	Additional Info
Service Level Agreement	Digital	Shared Network	Indefinite	Management

(Legal Documentation?)				
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### Budget setting

Documents	Format	Location	Retention Period	Additional Info
Budget setting calculations	Digital	Rialtas Software Shared Network	Financial year plus 6 years	HMRC Compliance Handbook Manual CH15400
Approved Budgets	Digital	Rialtas Software	Financial year plus 6 years	HMRC Compliance Handbook Manual CH15400
Budget monitoring	Digital	Rialtas Software	Financial year plus 6 years	HMRC Compliance Handbook Manual CH15400

### Buildings and Recreation Grounds (Pavilions, Bowls Club, Workshop, Houghton Regis Memorial Hall and Town Council Offices, Village Green, Parkside Rec, Tithe Farm, Moore Crescent, Orchard Close, Windsor Drive, Thorn.

Documents	Format	Location	Retention Period	Additional Info
Deeds of Titles Conveyancing information	Paper based and digital	Large Safe Filing Room Shared Network	Indefinite	Management
Searches and surveys	Paper based and digital	Filing Room Shared Network	Indefinite	Management
Leases	Paper based and digital	Filing Room Shared Network	Indefinite	Management
Play Area Equipment inspections	Paper based, pre – 2020. Digital post 2020 – app based.	Filing Room Shared network Online App stored by a third party,	21 years	Limitation Act 1980 (as amended) Personal Injury Claims

## Cemetery

<b>Documents</b>	<b>Format</b>	<b>Location</b>	<b>Retention Period</b>	<b>Additional Info</b>
Register of fees collected, register of burials, register of purchased graves, register/plan of grave spaces, register of memorials, applications for interment, applications for right to erect memorials, disposal certificates, and copy certificates of grant of exclusive right of burial.	Digital and paper copies	Safe room, Photocopying room Rialtas Software	Indefinite	Archives and Local Authorities Cemeteries Order 1977 (SI. 204)
Headstone Safety checks	Paper based,	Workshop	21 years	Limitation Act 1980 (as amended) Personal Injury Claims

## Christmas Lights / Christmas Tree

<b>Documents</b>	<b>Format</b>	<b>Location</b>	<b>Retention Period</b>	<b>Additional Info</b>
Third Party Risk Assessments	Digital	Shared Network	8 years (2 Council terms)	Management
Service Level Agreements	Digital	Shared Network	8 years (2 Council terms)	Management
Third Party Insurances	Digital	Shared Network	8 years (2 Council terms)	Management

## Community Events

<b>Documents</b>	<b>Format</b>	<b>Location</b>	<b>Retention Period</b>	<b>Additional Info</b>
Databases for events and trips	Digital	Shared network	1 year	Management Must be securely disposed of if the individual exercises their right to be forgotten.
Event Planning documentation (i.e., TTRO's, SAG info, site plans etc.	Digital	Shared Network	8 years (2 Council terms)	Management
HRTC Risk Assessments	Digital	Shared Network	21 years	Management and Limitation Act 1980 (as amended) Personal Injury Claims
Programmes /Orders of Service	Paper Digital	Filing Room Shared Network	Permanent	Record of event / archiving
Booking Forms	Digital	Shared Network	1 year	Management
Third Party Risk Assessments	Digital	Shared Network	21 Years	Management and Limitation Act 1980 (as amended) Personal Injury Claims
Service Level Agreements	Digital	Shared Network	8 years (2 Council terms)	Management
Letters regarding events	Digital	Shared Network	8 years (2 Council terms)	Management
Third Party Insurances	Digital	Shared Network	21 Years	Management and Limitation Act 1980 (as amended) Personal Injury Claims
Invitations	Digital	Shared Network	8 years (2 Council terms)	Management

Guest lists and invitations	Digital	Shared Network	After completion of event	Management
Competition details (guidelines, rules and purpose)	Digital	Shared Network	8 years (2 Council terms)	Management
Competition entries	Digital	Shared Network	End of competition	Management
Competition – Parental Consent for publication	Digital Paper based copies of cards etc	Shared Network Social media Filing Room	For as long as they are in the public domain	UK GDPR/DPA 2018
Skate Park Competition entry forms and parental consent	Digital	Shared Network	21 years from the date of the event	Limitation Act 1980 (as amended) Personal Injury Claims

### Complaints from the public

Documents	Format	Location	Retention Period	Additional Info
Complaints	Paper based and digital	Shared Network	8 years (2 Council terms)	Management
Responses	Paper based and digital	Shared Network	8 years (2 Council terms)	Management

### Consultations (Public)

Documents	Format	Location	Retention Period	Additional Info
Paper and Electronic surveys	Digital	Shared Network	8 years (2 Council terms)	Management

### Consultation Responses (Public)

Documents	Format	Location	Retention Period	Additional Info
Paper and Electronic responses	Digital	Shared Network	1 Year from the end of the consultation	Management
Collated responses and associated reports	Digital	Shared Network	8 years (2 Council terms)	Management

### Contracts / Tenders

<b>Documents</b>	<b>Format</b>	<b>Location</b>	<b>Retention Period</b>	<b>Additional Info</b>
Quotes	Digital	Shared Network	3 years after tender awarded	Management
Invitations to tender	Digital	Shared Network	6 years after the end of the contract	Limitation Act 1980 S.5
Unsuccessful tenders	Digital	Shared Network	3 years after tender awarded	Management
Successful tenders	Digital	Shared Network	6 years after tender awarded	Limitation Act 1980 S.5
Signed Contracts	Digital	Shared Network	6 years after tender awarded	Limitation Act 1980 S.5
Contract /tender Register	Digital	Shared Network	Permanent	Archive

### Data Protection

<b>Documents</b>	<b>Format</b>	<b>Location</b>	<b>Retention Period</b>	<b>Additional Info</b>
Breach Log	Digital	Shared Network	8 years (2 Council terms)	Management
Records regarding the breach	Digital	Shared Network	8 years (2 Council terms)	Management

### Disposal of Records

<b>Documents</b>	<b>Format</b>	<b>Location</b>	<b>Retention Period</b>	<b>Additional Info</b>
Records regarding Disposal of ICT Equipment	Paper based and digital	Filing room Shared Network	Date of disposal plus 8 years	Management
Certificates of paper shredding	Paper based and digital	Filing room Shared Network	Date of certificate plus 8 years	Management
Records relating to the disposal of emails	Digital	Shared Network	Date of records plus 4 years	Management
Records relating to the	Digital	Shared Network	Date of records plus 4 years	Management

disposal of documents				
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### Electronic Communications

Documents	Format	Location	Retention Period	Additional Info
Members' Email	Digital	Council tablets	End of service / Resignation plus 1 year	Management
Officers Email	Digital	Council Laptops / Desktop machines / Council mobile phones	Duration of role plus one year, except in relation to audit matters. Internal audit 8 Years (2 Council terms), external audit indefinite.	Management /Emails may be archived
Facebook Messenger	Digital	Online	One month	
WhatsApp / text messages	Digital	Council mobile phones	One month	
Post	Paper based and digital	Filing room Shared Network	8 years (2 Council terms)	Management
Voice messages	Digital	Council mobile phones	1 day	

### Freedom of Information

Documents	Format	Location	Retention Period	Additional Info
FOI requests	Digital	Shared Network	Date of requests plus 5 years	Management and standard practice
FOI responses	Digital	Shared Network	Date of requests plus 5 years	Management and standard practice
FOI records log	Digital	Shared Network	8 years (2 Council Terms)	Management
Subject Access Requests	Digital	Shared Network	Date of requests plus 4 years	Management
Subject Access responses	Digital	Shared Network	Date of requests plus 4 years	Management
SAR Database	Digital	Shared Network	8 years (2 Council Terms)	Management

## General Administration

<b>Documents</b>	<b>Format</b>	<b>Location</b>	<b>Retention Period</b>	<b>Additional Info</b>
Venue bookings - Application to hire, lettings diaries, copies of bills, hire records, records of tickets issued.	Paper based and digital	Shared Network	6 Years	VAT Purposes
Receipt Books	Paper format	General Office	6 Years	Management
Football pitches - Application to hire, lettings diaries, copies of bills, hire records, records of tickets issued.	Paper based and digital	Shared Network	6 Years	VAT Purposes
Enquiries and feedback from the public via website (contact us)	Digital	Website	Details should be deleted by HRTC / Web providers monthly	Converted to email and not retained online

## Grants

<b>Documents</b>	<b>Format</b>	<b>Location</b>	<b>Retention Period</b>	<b>Additional Info</b>
Grants Forms and supplementary information	Digital	Shared Network	9 Years	Management
Grants Confirmation letter / Email	Digital	Shared Network	9 Years	Management
End of Awards Report	Digital	Shared Network	9 Years	Management
Grants Rejection Letter / Email	Digital	Shared Network	9 Years	Management
Table of Grants awarded	Digital	Shared Network	9 Years	Management



### Health and Safety

Documents	Format	Location	Retention Period	Additional Info
Accident reports	Paper based and digital	Personnel files Shared Network	3 years from the date of accident	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

### Insurance

Documents	Format	Location	Retention Period	Additional Info
Insurance Policies	Paper based and digital	Filing room Shared Network	Date of exp of policy + 40 years	Management and legal proceedings
Certificates for Insurance against liability for employees	Paper based and digital	Filing room Shared Network	Indefinite	Future claims
Claims made against HRTC	Paper based and digital	Filing room Shared Network	Case concluded plus 4 years	
Register of Claims made against HRTC	Digital	Shared Network	Permanent	Archive
Claims made by HRTC	Paper based and digital	Filing Room Shared Network	Permanent	Archive

### IT Security

Documents	Format	Location	Retention Period	Additional Info
Breach Log	Digital	Shared Network	8 years (2 Council terms)	Management
Records regarding the breach	Digital	Shared Network	8 years (2 Council terms)	Management

### Later Living Group

Documents	Format	Location	Retention Period	Additional Info
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Databases for events and trips	Digital	Shared network	1 year	Management Must be securely disposed of if the individual exercises their right to be forgotten.
Event Planning documentation (i.e, TTRO's, SAG info, site plans etc).	Digital	Shared Network	8 years (2 Council terms)	Management
HRTC Risk Assessments	Digital	Shared Network	Date of event, plus 4 years)	Management
Programmes /Orders of Service	Paper based and digital	Filing Room Shared Network	Permanent	Record of event / archiving
Booking Forms	Digital	Shared Network	1 year	Management
Third Party Risk Assessments	Digital	Shared Network	8 years (2 Council terms)	Management
Service Level Agreements	Digital	Shared Network	8 years (2 Council terms)	Management
Letters regarding events	Digital	Shared Network	8 years (2 Council terms)	Management
Event Planning documentation (i.e, TTRO's, SAG info, site plans etc).	Digital	Shared Network	8 years (2 Council terms)	Management

### Mayoral Events

<b>Documents</b>	<b>Format</b>	<b>Location</b>	<b>Retention Period</b>	<b>Additional Info</b>
Databases for events and trips	Digital	Shared network	1 year	Management Must be securely disposed of if the individual exercises their right to be forgotten.
Invitations	Digital	Shared Network	8 years (2 Council terms)	Management
RSVP's	Digital	Shared Network	8 years (2 Council terms)	Management

Event Planning documentation (i.e, TTRO's, SAG info, site plans etc).	Digital	Shared Network	8 years (2 Council terms)	Management
HRTC Risk Assessments	Digital	Shared Network	21 Years	Management and Limitation Act 1980 (as amended) Personal Injury Claims
Programmes /Orders of Service	Paper Digital	Filing Room Shared Network	Permanent	Record of event / archiving
Booking Forms	Digital	Shared Network	1 year	Management
Third Party Risk Assessments	Digital	Shared Network	21 Years	Management and Limitation Act 1980 (as amended) Personal Injury Claims
Service Level Agreements	Digital	Shared Network	8 years (2 Council terms)	Management
Letters regarding events	Digital	Shared Network	8 years (2 Council terms)	Management
Third Party Insurances	Digital	Shared Network	21 Years	Management and Limitation Act 1980 (as amended) Personal Injury Claims
Invitations	Digital	Shared Network	8 years (2 Council terms)	Management
Guest lists and invitations	Digital	Shared Network	After completion of event	Management
Thank you letters	Digital	Shared Network	2 years	Management

### Media Liaison

Documents	Format	Location	Retention Period	Additional Info
Press Releases	Digital	Shared Network	8 years (2 Council terms)	Management

Press Statements	Digital	Shared Network	8 years (2 Council terms)	Management
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### Partnership working (SLA's)

Documents	Format	Location	Retention Period	Additional Info
Service Level Agreements	Digital	Shared Network	8 Years (2 Council terms)	Management

### Photographs (Events)

Documents	Format	Location	Retention Period	Additional Info
Civic Events	Digital	Shared Network	Permanent	Records and archiving of events
Community Events	Digital	Shared Network	Permanent	Records and archiving of events
Volunteers (Proof of ID/Certification)	Digital	Shared Network	Cessation of appointment	
Grants PR	Digital	Shared Network	Permanent	Records

### Photographs (Members and Officers)

Documents	Format	Location	Retention Period	Additional Info
Officers and Members at Events /PR	Digital	Shared Network	Permanent	Records and archiving of events
Officers (staff photos)	Digital	Shared Network	Cessation of employment	
Members Ward Photos	Digital	Shared Network	Cessation of appointment	

### Policies

Documents	Format	Location	Retention Period	Additional Info
Houghton Regis Town Council policies and procedures	Digital	Shared Network	Until superseded	Management

### Pride of Houghton Awards

Documents	Format	Location	Retention Period	Additional Info
Promotion	Digital	Shared Network	8 Years (2 Council terms)	Management
Nomination Forms	Digital	Shared Network	8 Years (2 Council terms)	Management
Table of nominations	Digital	Shared Network	8 Years (2 Council terms)	Management
Event PR	Digital	Shared Network	8 Years (2 Council terms)	Management

### Property / Contracts

Documents	Format	Location	Retention Period	Additional Info
Title deeds, leases, agreements Contracts	Paper based Digital	Filing room Large safe Shared Network	Indefinite	Audit and management

### Quotations and Tenders

Documents	Format	Location	Retention Period	Additional Info
Quotations and Tenders	Paper Digital	Filing room Shared Network	6 Years	Limitation Act 1980 (as amended)

### Social Media

Documents	Format	Location	Retention Period	Additional Info
Facebook	Digital	Online	Permanent	Management
Instagram	Digital	Online	Permanent	Management
X (formerly Twitter)	Digital	Online	Permanent	Management

### Staff / Personnel Administration

Documents	Format	Location	Retention Period	Additional info
Timesheets	Digital	Shared network	2 years from the date in which they were made	Audit (requirement) and personal injury (best practice)

				The working Time Regulations 1998 Part III
Salary Information (Tax and NI)	Digital	Shared Network Off site with Payroll providers	Not less than three years after the tax year to which they relate	Income Tax (Pay As You Earn) Regulations 2003 Reg 97
Pensions	Digital	Shared network	12 years	Superannuation
Annual leave records	Digital	Shared Network	Financial year plus 6 years	Limitation Act 1980 S.5
Unpaid leave	Digital	Shared Network	Financial year plus 6 years	Limitation Act 1980 S.5
Parental leave	Digital	Shared Network	5 years from birth / adoption or 18 years if the child received Disability Allowance	Limitation Act 1980 S.5
Sickness records	Digital	Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Statutory Sick Pay (SSP)	Digital	Shared Network	3 years after the end of each tax year	The Statutory Sick Pay (General) Regulations 1982 Reg. 13
Medical Certificates	Paper based and digital	Paper based personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Written Warning	Digital	Shared Network	Date of warning plus 6 months	Management
Disciplinary records	Digital	Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Occupational Health Work place assessment records	Digital	Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Health and Safety Training records	Paper based and digital	Personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Records relating to employment history	Paper based and digital	Personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5

References received	Paper based and digital	Personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Applications and CVs received for successful candidates	Paper based and digital	Personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Applications and CVs received for unsuccessful candidates	Paper based and digital	Personnel files Shared Network	6 months from date of role being filled or vacancy closed	ICO Employment Practices Code para 1.7
Interview Notes	Paper based and digital	Personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Appraisal documentation (inc. probationary interviews, promotions and demotions)	Paper based and digital	Personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Next of Kin Information	Paper based and digital	Personnel files Shared Network	6 years after employment ceases	Management
Induction Records	Paper based and digital	Personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Employment Contracts	Paper based and digital	Personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Copies of Identification Documents	Paper based and digital	Personnel files Shared Network	2 years after employment ceases	Immigration (Restrictions on Employment) Order 200 s.6
Job Descriptions	Paper based and digital	Personnel files Shared Network	Until superseded	Management
DBS Checks	Paper based and digital	Personnel files Shared Network	Current year plus 3 years (life of a DBS check)	Management
Right to work checks	Paper based and digital	Personnel files Shared Network	2 years after employment ceases	Right to work checks (Home Office)
Records regarding a temporary worker	Paper based and digital	Paper based personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5

Redundancy records	Paper based and digital	Paper based personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Reference Requests	Digital	Shared Network	6 years after employment ceases	Management
Staff training records	Paper based and digital	Paper based personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Training certificates	Paper based and digital	Paper based personnel files Shared Network	6 years after employment ceases	Limitation Act 1980 S.5
Training evaluation	Paper based and digital	Paper based personnel files Shared Network	Termination of employment	Management

### Town Crier Newsletter and publications

Documents	Format	Location	Retention Period	Additional Info
Town Crier Newsletter	Paper based and digital	Files in the general office Shared Network Website	Permanent	Archives
Leaflets, Fliers and Posters	Paper based and digital	Filing Room Shared Network	Permanent	Archives
Website Blogs	Digital	Online Shared Network	4 years (1 Council Term)	Management

### Vehicles

Documents	Format	Location	Retention Period	Additional Info
V5 documents	Paper	Workshop	Duration of vehicle ownership	
Road Tax documentation	Digital	Rialtas software	Duration of vehicle ownership	
MOT Certificates	Paper	Workshop	Duration of vehicle ownership	
Service records	Paper Digital at AMF Services	Kept in the vehicles Docs for RTV Buggies and	Duration of vehicle ownership	



		Tractor are kept at AMF Services		
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### Whistleblowing

Documents	Format	Location	Retention Period	Additional Info
Allegation	Digital	Shared Network	Date of requests plus 5 years	Management (and standard practice)
Correspondence with Whistleblower	Digital	Shared Network	Date of requests plus 5 years	Management (and standard practice)
Investigative document	Digital	Shared Network	Date of requests plus 5 years	Management (and standard practice)

### OTHER

Documents	Format	Location	Retention Period	Additional Info
Data / requests for Ranger work	Digital	Ranger App Shared Network	Three years	Management

## 7. POLICY REVIEW

This policy will be reviewed every four years by the Corporate Services Committee or sooner if required.