



# NEWTOWN AND LLANLLWCHAIARN TOWN COUNCIL RETENTION, DISPOSAL & ARCHIVE OF RECORDS POLICY\*

## 1. Introduction

- 1.1** It is important that the Council has in place arrangements for the retention, disposal and archiving of documents necessary for the adequate management of services in undertaking its responsibilities.
- 1.2** This policy sets out the minimum requirements for the retention of documents, sets out the requirements for the disposal and when documents will be archived. However it is important to note that this is a live document and will be updated on a regular basis
- 1.3** According to the Data Protection Act 1998 the Town Clerk will ensure that information is not kept for longer than is necessary, and will retain the minimum amount of information that the Town Council requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.
- 1.4** The council should also follow the Lord Chancellors Code of Practice on the management of records issued under s.46 of the Freedom of Information Act 2000.

## 2. The Policy

- 2.1** Current records (past three years) are kept in the offices of the Town Clerk. All other records are kept for 10 years in the Archive Room of the council building.
- 2.2** Electronic records will be treated in line with national guidance when issued.
- 2.3** Confidential items will be disposed of using a confidential paper disposal company
- 2.4** Copies of legal agreements and deeds etc. will be stored in the Archive Room with the originals stored at our solicitors in a fire proof safe.
- 2.5** After 10 years the documents will be dealt with in accordance to the tables below  
Records Schedule

### 3. Record Schedule

#### 3.1 Administration

Record	Action	Minimum Retention period	Location
Agendas	Preserve	Indefinite	After 10 years deposit with Powys Archives
Byelaws and orders	Preserve	Indefinite	After 10 years deposit with Powys Archives
Councillors Declarations of acceptance of Office	Preserve	Indefinite	After 10 years deposit with Powys Archives
Councillors Register of interests	Destroy	1 year after member leaves council	Depends when councillor leaves they could be in office or archive room
Routine correspondence	Destroy	Retain as long as useful	Judgement call destroy after three years or put in archive room
Correspondence and papers on important local issues	Preserve	Indefinite	After 10 years deposit with Powys Archives
Employees Records	Destroy	7 years after termination of contract	Archive room until destroyed – secure storage as data protected
Gifts and hospitality records	Preserve	Indefinite	After 10 years deposit with Powys Archives
Health and safety records	Preserve	Retain as long as useful according to statutory needs	After 10 years deposit with Powys Archives
Insurance policies	Preserve	40 years was a requirement – minimum of 21 years. Retain for 40 years	After 10 years deposit with Powys Archives if they accept them otherwise keep in Archive Room
Leases, licences and agreements	Preserve	Indefinite	Archive Room then deposit with Powys Archives.
Minutes (signed) of the Council, Committees, Sub Committees and Working Parties	Preserve	Indefinite in accordance with Section 228 of the Local Government Act 1972.	After 10 years deposit with Powys Archives
Personnel recruitment records	Destroy	One year – after recruitment	Secure storage as data protected

Policies (previous versions)	Preserve	Retain as long as useful	After 10 years deposit with Powys Archives if they accept them otherwise keep in Archive Room
Quotations and tenders for works	Destroy	12 years/indefinite - Statute of limitation	Archive room until destroyed
Title deeds	Preserve	Indefinite	Retain copy in Archive Room. Originals to secure storage
Property registers including plans for allotments, open spaces, gardens amenity areas	Preserve	Indefinite	After 10 years deposit with Powys Archives if they accept them otherwise keep in Archive Room
Reports and other papers circulated with agendas	Preserve	Indefinite	After 10 years deposit with Powys Archives if they accept them otherwise keep in Archive Room
Scales of fees and charges	Destroy	5 years	Archive room until destroyed
Unsuccessful tenders	Destroy	3 years	Archive room until destroyed

### 3.2 Finance

Record	Action	Minimum Retention period	Location
Audit returns to external auditor	Preserve	Indefinite	After 10 years deposit with Powys Archives
Bank statements	Destroy	20 years - Audit	Archive Room until destroyed
Bank paying in book and cheque book stubs	Destroy	20 years	Archive Room until destroyed
Borrowing	Preserve	Indefinite - Audit management	After 10 years deposit with Powys Archives
Hiring records of properties	Destroy	7 years	Archive Room until destroyed
Internal audit management	Preserve	Indefinite – Audit management	After 10 years deposit with Powys Archives
Investments	Preserve	Indefinite – Audit management	After 10 years deposit with Powys Archives
Paid invoices	Destroy	20 years	Archive Room

			until destroyed
Paid cheques	Destroy	20 years	Archive Room until destroyed
Petty cash records	Destroy	7 years - VAT	Archive Room until destroyed
Precept requests	Destroy	Retain as long as of value	Archive Room until destroyed
Project management records	Preserve	Indefinite	After 10 years deposit with Powys Archives
Receipt books	Destroy	6 years - VAT	Archive Room until destroyed
Receipts and payments records (account books)	Preserve	Indefinite	After 10 years deposit with Powys Archives
Salaries records	Destroy	12 years – Limitation period	Archive room until destroyed – secure storage as data protected
VAT records	Destroy	7 years - VAT	Archive Room until destroyed

### 3.3 Miscellaneous

Record	Action	Minimum Retention period	Location
General historic information relating to Newtown and Llanllwchaiarn Town Council	Preserve	Indefinite	After 10 years deposit with Powys Archives
Legal papers	Preserve	Indefinite	After 10 years deposit with Powys Archives
Planning consultation documents	Review – presumption to destroy	Destroy unless of long-term interest to Newtown and Llanllwchaiarn Town Council	After 10 years deposit with Powys Archives
Planning documents relating to Newtown and Llanllwchaiarn Town Council	Preserve	Indefinite	After 10 years deposit with Powys Archives

This Council adopted this Policy for Retention, Disposal and Archive of Records at its meeting on

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Amended or Reviewed	Date	Version No	Who
Approved	16/3/15	160315a/1	Rina Clark
Reviewed	17/10/16	160315a/1	David Selby (Resources Chair)
Reviewed & Amended	20/11/17	160315a/2	David Selby (Resources Chair)