

**SHOTTON TOWN COUNCIL  
RETENTION OF DOCUMENTS**

**DOCUMENT RETENTION POLICY STATEMENT (2023 / 2024)**

1. **Purpose:** Shotton Town Council (STC) require a wide variety of documents for transacting its business and is committed to retaining these documents in a format and for periods of time that:
  - Enables STC to meet its statutory obligations in respect of documents subject to legislation;
  - Ensures security of documents;
  - Protects employees' privacy;
  - Facilitates access to information;
  - Optimises the use of storage space;
  - Is cost effective; and
  - Facilitates destruction of redundant documents.
2. **Scope:** This Policy applies to users of STC information records, both paper and electronic, it includes Councillors and employees.
3. **Statutory Requirements:** Documents subject to a statutory period of retention are identified by their associated legislation.
4. **Security of Documents:** STC records are held in paper and/or electronic format.
5. **Employees' Privacy:** The privacy of personnel records will be appropriately assured.
6. **Availability & Access:** All records necessary for STC business will be retained for a period of time that reasonably assures the availability of records as needed.
7. **Storage Space and Cost:** Redundant records may be destroyed in order to reduce the cost of storage, indexing and handling the vast quantity of documents that would otherwise accumulate. Destruction of documents will be undertaken in accordance with the provisions of this Policy.
8. **Electronic Storage:** Records maintained electronically will be subject to the same rules of retention and security as paper records.
9. **Implementation of Policy:** The Clerk will be responsible for the implementation of the Policy.
10. **Monitoring & Review of Policy:** STC will review this policy annually at its AGM. To monitor its effectiveness and take account of users' comments.

DETAILS OF VARIOUS DOCUMENTS	MINIMUM LOCAL RETENTION PERIOD	REASON
<b><u>ACCOUNTS</u></b>  Record of Yearly Audited Accounts Audit Reports & Recommendations Paid Invoices / Accounts VAT Records PAYE / NI Payments / Information Receipt and Payment Accounts Books Audit Correspondence  Bank Paying-in Books Bank Statements Cheque Book Stubs	6 years 6 years 6 years 6 years 6 years 6 years 6 years  6 years 6 years 6 years	Legal and Audit Requirements Legal and Audit Requirements Legal and Audit Requirements Legal and Audit Requirements Legal and Audit Requirements Legal and Audit Requirements Legal and Audit Requirements  Legal and Audit Requirements Legal and Audit Requirements Legal and Audit Requirements
<b><u>Council Records</u></b>  Minutes of meetings Members allowances register Councillors Declaration of Office Council Policies Title deeds, leases, agreements, contracts Legal Papers	Indefinite (County Archive) 6 years Term of Office + 1 year Until superseded Indefinite (County Archive) Indefinite (County Archive)	Tax, Limitation Act 1980 (as amended)
<b><u>Insurance</u></b>  Policies Claims Correspondence Employer's Liability Insurance Certificate  Public Liability Certificate	1 year 3 years after settlement. 40 years from date on which insurance commenced or was renewed. 40 years	The Employers' liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management

Accident Reports and relevant correspondence	3 years after settlement.	
<b><u>Employee Records</u></b>		
Personnel Records	6 years after employment ceases	Limitation Act 1980
Applications / jobs where the candidate was unsuccessful	One year after notifying the unsuccessful candidate.	Discrimination Acts 1975 & 1986 Race Relations Act
<b><u>General / Miscellaneous</u></b>		
General Correspondence	3 years	Business continuity
E-mails	3 years	Business continuity
Planning applications	2 Years	Earlier Plans / Details available from County Council

**Mrs C.S. Lowry**  
**Clerk and Responsible Financial Officer**  
**Shotton Town Council**  
**2<sup>nd</sup> October 2023**