



EAST COWES  
TOWN COUNCIL

# **RETENTION OF DOCUMENTS POLICY 2020**

## 1 Policy statement

This policy sets out the Town Council's policy on the retention of documents. It identifies which documents are retained, the minimum retention period and the reason for retaining.

## 2 Responsibility for implementation of the policy

2.1. The Council has overall responsibility for the effective operation of this policy.

2.2. The Town Clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to the Council's work.

2.3. All employees, volunteers and Councillors should ensure that they take the time to read and understand this policy. Any breach of this policy should be reported to the Town Clerk.

2.4. Questions regarding the content or application of this policy should be directed to the Town Clerk.

## 3 Retention of documents required for the audit of the town council

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Minutes	Indefinite	Archive
Scales of fees and charges	6 years	Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	VAT
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)

Wages books	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management.
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
<b>For Halls, Centre, Recreation Grounds</b>		
<ul style="list-style-type: none"> <li>▪ application to hire</li> <li>▪ lettings diaries</li> <li>▪ copies of bills to hires</li> <li>▪ record of tickets issued</li> </ul>	6 years	VAT
<b>For Allotments</b>		
Register and plans	Indefinite	Audit, Management
<b>Complaints</b>		
Complaints	Data will be retained whilst a complaint is investigated and disposed of as soon as the complaint is agreeably determined by both parties. Usually within 20 days. If disputed, 8 weeks to be determined by Full Council	Complaints Policy
<b>For Burial Grounds</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 Copy certificates of grant of exclusive right of burial	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (Sl. 204)
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