

MONMOUTH TOWN COUNCIL
RETENTION DISPOSAL & ARCHIVE POLICY
Version 1, 27/01/2020 FC

Current records (past three years) are kept in the offices of the Town Clerk. All other records are kept in accordance to Appendix A, as attached.

Electronic records will be treated in line with national guidance when issued.

Confidential items will be disposed of using a confidential paper disposal company

Copies of legal agreements and deeds etc. will be stored in the archive with the originals stored at our solicitors

After 10 years the documents will be dealt with in accordance to Appendix A with authority delegated to Town Clerk.

This policy applies to all records created, received or maintained by the Town Council whilst carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Town Council and which are thereafter retained (for a set period). To provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. A small percentage of the Town Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

The Town Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Town Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy. 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.

According to the Data Protection Act 2016 - as amended 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.

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 2014 2000 or as amended afterwards.

The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

Members of staff are expected to manage their current record keeping systems using the retention schedule and to take account of the different kinds of retention periods when they are creating new record keeping systems. The retention schedule refers to record series regardless of the media in which they are stored.

Appendix A

Record	Action	Minimum Retention period	Location	Where stored
Signed minutes of Council meetings and Agendas	Preserve	Indefinite	After 10 years deposit with Monmouthshire Archives	Town council office
Byelaws and orders	Preserve	Indefinite	After 10 years deposit with Monmouthshire Archives	Town council office
Councillors Declarations of acceptance of Office	Preserve	Indefinite	After 10 years deposit with Monmouthshire Archives	Town council office
Councillors Register of interests	Destroy	1 year after member leaves council	Depends when councillor leaves they could be in office or archive room	Town council office
Routine correspondence	Destroy	Retain as long as useful	Judgement call destroy after three years or put in archive room	Town council office
Correspondence and papers on important local issues	Preserve and consider important local issues	Indefinite	After 10 years deposit with Monmouthshire Archives	Town council office
Employees Records	Destroy	7 years after termination of contract	Archive room until destroyed secure storage as data	Town council office

Gifts and hospitality records	Preserve	Indefinite	protected After 10 years deposit with Monmouthshire Archives	Town council office
Health and safety records	Preserve	Retain as long as useful according to statutory needs	After 10 years deposit with Monmouthshire Archives	Town council office
Insurance policies	Preserve	40 years was a requirement – minimum of 21 years. Retain for 40 years	After 10 years deposit with Monmouthshire Archives if they accept them otherwise keep in Archive Room	Town council office
Leases, licences and agreements	Preserve	Indefinite	Archive Room then deposit with Monmouthshire Archives.	Town council office
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 Monmouthshire Archives	Town council office
Personnel recruitment records	Destroy	One year – after recruitment	Secure storage as data protected	Town council office
Policies (previous versions)	Preserve	Retain as long as useful	After 10 years deposit with Monmouthshire Archives	

Finance records

Invoices /paid cheques/VAT records	Destroy	Retain for 10 years VAT inspections carried out every 10 years	Secure storage as data protected After 10 years deposit with Monmouthshire Archives	Town council office
Pension records	Destroy	Two years after the former employee dies	Secure storage data protected After 10 years deposit with Monmouthshire Archives	Town council office
Receipt and payment of accounts, payroll scale of fees and charges	Destroy	Retain for 10 years VAT inspections carried out every 10 years	Secure storage as data protected After 10 years deposit with Monmouthshire Archives	Town council office
Annual Return	Destroy	Retain for 10 years VAT inspections carried out every 10 years	Secure storage as data protected After 10 years deposit with Monmouthshire Archives	Town council office
Receipt books of all kind inc petty cash Vat bank statement including deposit savings accounts Bank paying in books /cheque book stubs Audit budgetary	Destroy	Retain for 10 years VAT inspections carried out every 10 years	After 10 years deposit with Monmouthshire Archives	Town council office

control papers
quotes tenders

Destroy

Hand written/
typed notes
from meetings

These are not
legal record of
the meeting and
are not available
under the FOI
Act.

N/A