



*St Asaph City Council*

## **Retention and Disposal Policy**

### **1 Introduction**

- 1.1 It is important that the Council has in place arrangements for the retention and disposal of documents necessary for the adequate management of services in undertaking its responsibilities. This policy sets out the minimum requirements for the retention of documents and sets out the requirements for the disposal of documents. It will be reviewed and if required updated on a regular basis.
- 1.3 This Council will ensure that information is not kept for longer than necessary, and will retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

### **2 Aims and Objectives**

- 2.1 It is recognised that up to date, reliable and accurate information is a vital to support the work that the Council does. There is a clear need to retain documentation for audit purposes, staff management, tax liabilities, and the eventuality of legal disputes and legal proceedings. Subject to the aforementioned reasons for retaining documents, and as a basic starting point, papers and records may be destroyed if they are no longer of use or relevant. If in doubt, documents should be retained until proper advice is received. This document will:-
- Ensure the retention and availability of the minimum amount of relevant information that is necessary for the Council to operate and provide services to the public.
  - Comply with legal and regulatory requirements, including the Freedom of Information Act 2000, the Data Protection Act 1998 and the Environmental Information Regulations 2004.

- Save time and effort when retrieving information by reducing the amount of information that may be held unnecessarily. This will assist searching for information requested under the Freedom of Information Act.
- Ensure archival records that are of historical value are appropriately retained for the benefit of future generations.

### **3 Standards**

3.1 The Council will make every effort to ensure that it meets the following standards of good practice:

- Adhere to legal requirements for the retention of information as specified in the Retention Schedule at Appendix 1.
- Personal and disclosure information will be retained by the Clerk in a locked filing cabinets and access to these documents will only be by authorised personnel.
- Appropriately dispose of information that is no longer required.
- Information about unidentifiable individuals is permitted to be held indefinitely for historical, statistical or research purposes eg. Equalities data.

### **4 Confidential Waste**

4.1 Fundamentally any information that is required to be produced under the Freedom of Information Act or Environmental Information Regulations, is available on the website or is open to public inspection should **NOT** be treated as confidential waste.

4.2 However, any information that is protected by the Data Protection Act or as Confidential under the Councils Standing Orders should be treated as confidential waste for disposal purposes.

### **5 Disposal of Documentation**

5.1 Confidential waste which clearly shows any personal information or information will be shredded securely.

### **6 Retention**

6.1 Timeframes for retention of documents have been set using legislative requirements. The attached 'Appendix' shows the minimum requirements for the retention of documents. The Clerk should exercise judgement as to whether they can be disposed of at the end of those periods detailed in the appendix.

6.2 Throughout retention the conditions regarding safe storage and controlled access will remain in place.

## **7 Handling**

7.1 Personal information will only be available to those who are authorised. The Council complies with s124 of the Police Act 1997, so that Disclosure Information is only passed to those who are authorised to receive it in the course of their duties.

## Retention &amp; Disposal Policy

<b>Class of Document</b>	<b>Minimum Retention</b>	<b>Reason</b>
<b>Corporate</b>		
Minute Books	Indefinitely	Archive
Policies & Procedures	Until updated	Management
Asset Management records and reports	Indefinitely	Archive
Quotations & Tenders	6 years	Limitation Act 1980
Insurance Policies	While valid	Management
Title Deeds, Leases, Agreements, Contracts	Indefinite	Audit Management
Public Liability Certificates	21 years	Management
Insurance Claims	12 years	Limitation Act 1980
Applications for Hire	6 years	VAT
Lettings Diaries	6 years	VAT
Copies of Bills to Hire	6 years	VAT
Records of Tickets Issued	6 years	VAT
Planning Papers	Until completion of development	Management
Local or Structure plans	Whilst in force	Management
Audit Records	3 years	Audit
Internal Audit Fraud Investigation	7 years from outcome	Audit
Risk Register	Indefinitely	Management
Risk Management Reports	Indefinitely	Management
<b>Financial</b>		
Receipt & Payment Accounts	Indefinitely	Archive
Receipt books of all kinds	6 years	VAT
Scales of fees and charges	6 years	Management
Bank Statements	Last completed audit year	Audit
Bank paying-in books	Last completed Audit year	Audit
Cheque book stubs	Last completed Audit Year	Audit
Paid Invoices	6 years	VAT
Paid cheques	6 years	VAT
VAT records	6 years	VAT
Investments	Indefinitely	Audit Management
Pensions	Indefinitely	Superannuation
Loans & Investments	12 years after redemption	Limitation Act 1980

Final Accounts of Contracts executed under hand	6 years from completion	Limitation Act 1980
Final Accounts of Contracts executed under seal	12 years from completion	Limitation Act 1980
<b>Personnel</b>		
Timesheets	Last completed Audit year	Audit
Wages Books	12 years	Superannuation
Certificates for Insurance against liability for Employees	40 years from commencement	The Employers' (Compulsory Liability Insurance) Regulations 1998
Members Allowances Register	6 years	Tax Limitation Act 1980
PAYE Records	6 years	Tax
Unsuccessful Application Forms	6 months	Data Protection
Unsuccessful reference Requests	1 year	Data Protection
Successful application forms, and CVs	Duration of employment & 5 years	Data Protection
Successful References	Duration of Employment & 5 years	Data Protection
Statutory Sick Records, pay, calculations, Certificates etc	6 years	Tax
Annual Leave Records	6 years	Data Protection
Criminal Records Bureau Checks	6 months	Data Protection
Personnel File & Training Records	Duration of employment & 5 years	Data Protection
Disciplinary or Grievance Investigations - proved	18 months	Data Protection
Disciplinary or Grievance Records – unproven	6 months	Data Protection
Wages/Salary records, overtime, expenses	6 years	Tax
Membership records	Whilst a member & 1 year	Data Protection
<b>Other</b>		
Information from other Bodies	Until no longer relevant	Management
Magazines & Journals (other bodies)	Until no longer relevant	Management

Equalities Data	Indefinitely	Management
Accident Books	21 years	Limitations Act 1980
Play Area Inspection reports	21 years	Limitations Act 1980
Asbestos records for premises/property including survey and removal records	40 years	Management
All Inspection certificates	3 years	Management
Periodic machinery inspection tests (PAT Equipment calibration etc)	2 years	Management
Warranties	10 years or life of product	Management
Risk Assessment Forms	2 years	Management
CCTV Images	28 days	Data Protection
Photographs	3 years	Data Protection
General Correspondence including e-mails	2 years	Data Protection
Complaints	2 years	Data Protection