

## Royston Town council

### Records Management Policy and Procedure

This policy details the minimum retention time require for council documents before disposal in order for the council to comply with the Freedom of Information Act 2000 Publication Scheme. Certain documents need to be kept indefinitely.

**KEY** - P =Preserve permanently, R = Review, D = Destroy

Document	Action	Minimum Retention Period	Reason
Signed Minutes	P	Indefinite	Archive
Agendas	P	Indefinite	Archive
Councillors' Declaration of Office	P	Indefinite	Archive
Title Deeds / Leases	P	Indefinite	Audit, Management
Maps, plans & surveys of property owned by council	P	Indefinite	Audit, Management
Quotations & Tenders	R	12 years/ indefinite	Statute of Limitation
Quotations & Tenders for minor works	D	12 years	Statute of Limitation
Unsuccessful tenders	D	3 years	Challenge
Annual Budget	P	Indefinite	Archive
Financial Returns Income /Expenditure accounts	P	Indefinite	Archive
Receipt Books	D	6 years	VAT
Bank Statements/Deposit Books	D	Last Audit Year	Audit
Bank Paying-in Books	D	Last Audit Year	Audit
Cheque Book Stubs Paid		Last Audit Year	Audit
Petty cash books	D	6 years	TAX, VAT Limitation period
Postage books	D	6 years	TAX, VAT Limitation period
Paid Invoices	D	6 years + Current	VAT
VAT Records	D	6 Years	VAT
Paid Cheques	D	6 years	Limitation period
Timesheets	D	Last Audit Year	Audit
Expenses Book		6 years	Tax/ VAT
Insurance Policies	D	Current	Audit
Payroll Records	D	12 Years	Limitation period
Investments	P	Indefinite	Audit, Management

Application to hire forms	D	- 6 years	VAT
Hirers Invoices	D	6 years	VAT
Letting Dairies	D	6 years	VAT
Scale of charges	D	6 years	VAT
Certificate of Employer's Liability	D	40 years	Limitation period
Allotment Register	P	Indefinite	Archive
Health & Safety Records	P	Indefinite	
Risk Assessments	D	3 years	Audit
Routine correspondence, papers, notes & emails	D	Retain as long as useful	
Draft/rough/notes of minutes taken at meetings	D	After minutes are approved	