



Royston Town Council  
Document Retention Policy

Adopted by Full Council 12<sup>th</sup> November 2018 Minute number 246/19

Reviewed and adopted by Council 22<sup>nd</sup> February 2021 Minute number: 166/21

This policy details the minimum retention time required for council documents before disposal in order for the council to comply with the Freedom of Information Act 2000 Publication Scheme. Where variable times are indicated the Council will review storage after the minimum period has elapsed.

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Signed minutes	Indefinite	Archive, Public Inspection
Agendas	Indefinite	Archive
Draft minutes/notes taken at meetings	Until minutes are approved	Management
Scales of fees and charges	6 years	Management
Financial returns/income and expenditure accounts/audited accounts/budgets	Indefinite	Archive
Receipt books	6 years	VAT
Bank statements	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	12 years	Statute of Limitations
Unsuccessful tenders	3 years	Challenge
Paid Invoices	6 years	VAT
VAT records	6 years generally but 20 years for VAT on rents	VAT
Petty cash and Postage books	6 years	Tax, VAT, Statute of Limitations
Expenses book	6 years	Tax, VAT
Timesheets	7 years	Audit Personal injury (best practice)
Payroll records	12 years	Superannuation, Statute of Limitations
Insurance Policies	While valid/Last audit year	Management, Audit
Certificates for Insurance against liability for employees	40 years from the date on which insurance commenced or was renewed	The Employer's 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, Statute of Limitations
Allotment register and plans	Indefinite	Archive
Hall and Room Hiring: <ul style="list-style-type: none"> <li>• Application to hire</li> <li>• Letting diaries</li> <li>• Hirers Invoices</li> </ul>	6 years 6 years 6 years	VAT VAT VAT
Routine correspondence, papers and notes	Retain as long as useful then destroy	Management

Recruitment records – Application forms, CVs, interview notes	6 months from date of appointment	Discrimination/Equal opportunities claim from interviewees
Employee records – Application forms, Contracts of Employment, Sickness records, Routine employee documents	6 years from date of leaving	Personal injury claims, tribunal claims
Maps, plans and surveys of property owned by the Council	Indefinite	Audit, Management
Email (excluding spam)	3 years, unless earlier deletion is required under another category or longer retention is required to fulfil other purposes	Local choice
Risk Assessments	3 years	Audit, Management, Statute of Limitations
Health and Safety Records	Indefinite	Audit, Management, Statute of Limitations
Market licence holder records	6 years after leaving market	Management

To ensure there are no breaches of Data Protection regulations, any documents identified for disposal, in accordance with this policy, will be destroyed by shredding and will not be entered into public recycling streams.

Review date – February 2024