



MABLETHORPE & SUTTON TOWN COUNCIL

Records Retention Policy

Mablethorpe & Sutton Town Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the association. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by Mablethorpe & Sutton Town Council in the course of carrying out its functions.

Records are defined as all those documents which facilitate the business carried out by Mablethorpe & Sutton 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 Mablethorpe & Sutton Town Council records may be selected for permanent preservation as part of the Councils archives and for historical research.

Responsibilities

Mablethorpe & Sutton 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 the maintenance of this policy is the Town Clerk & RFO, who is responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.

Individual staff members, and elected Members (Councillors) must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with Mablethorpe & Sutton Town Council's records management guidelines.

Retention of Documents and Records Table

This table 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. This document has been compiled using the NALC Legal Topic Note 40 and best practice.		
DOCUMENT	MINIMUM PERIOD	REASON
Minute Books	Indefinite	Archive
Notes of meetings	Until minutes adopted	General Management
Recording of meetings	Until minutes compiled	General Management
Scale of fees and charges	6 years	General 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 generally but 20 years for VAT on rents	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)
Wage books / records	12 years	Superannuation
Insurance policies	Whilst valid	General Management
Certificates for Insurance against liability for employees	40 years from date of which insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (Sl. 2753) Management
Health & Safety policy documents	Permanently (implied)	Health & Safety at work Act (1974 S2(3))
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)
Member Disclosable Pecuniary Interest (DPI) Forms	Current Only	Localism Act 2011 Sections 30(3) & 235(2)
Text messages / WhatsApp messages – Town Council business	Current Only Delete within 3 months	No legal basis to hold, retain, use or Data
Telephone calls	Not recorded	n/a
Elected member text messages / WhatsApp messages – relating to staff or staff conduct	Current Only Delete within 3 months or retain on personnel file	Data Protection Act 2018 GDPR
Any other data of which the Town Council does not have a legal basis to process.	Do not accept / destroy	No legal basis to hold, retain, use or process
Re: Beach Huts		
- Bookings – online records - Financial transactions – securely held by provider - Corresponding bank statements	6 years	VAT Audit, Management
Re: Allotments		
Sutton on Sea - Register (tenants) and plans Trusthorpe - TAGA (tenants)	Indefinite	Audit, Management
Re: Burial Grounds		
- 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)