

Atherstone Town Council



RECORDS MANAGEMENT POLICY

Reviewed and Adopted September 2022



LOCAL COUNCIL'S DOCUMENTS AND RECORDS (LTN 40) September 2022

Document	Retention Period	Why Retain	Location
Council official records:			
Signed minutes	Indefinite	Legal	
Acceptance of office	4 years	Legal	
Declarations of interest	Indefinite	Legal	
Members Register of Interest	For duration of office	Legal	
Members' Allowances register	6 years	Audit	
Scale of fees and charges	6 years	Audit	
Quotations and Tenders	6 years	Audit	
Asset Register	Indefinite	Audit	
Title deeds, leases, agreements, contracts	Indefinite	Audit	
Employee Records:			
Accident reports	3 years	Legal	
Payment changes	6 years	Legal	
Amended code number notice	6 years	Legal	
Contribution records	Permanently	Legal	
Actuarial valuation reports	Permanently	Legal	
Records of ex-pensioners	6 years after benefit ends	Legal	
Pension investment policies	12 years after benefit ends	Legal	
Inland Revenue approvals	Permanently	Legal	
Staff personal records	7 years after employment ends	Reference	
Expenses accounts	7 years	Legal	
Staff overtime	3 years	Audit	
Redundancy/long service awards	7 years	Legal	
Wages			
P45, P58, P48, P6, P60	6 years	Legal	
Income tax/pay details	6 years	Legal	
Returned tax	6 years	Legal	
Schedule of deductions	6 years	Audit	
Pay advice	Current plus 1 year	Legal	
Payroll	Current plus 6 years	Audit	
Annual earnings summary	Current plus 12 years	Legal	
Wages book	12 years	Legal	
Contractors			
Time sheets	Current plus 1 year	Legal	
Insurance			
Public and product liability policies	While valid	Legal	
Certificate for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	Legal	
Cash Records:			
Bank paying-in counterfoils	Last completed audit year	Audit	
Bank/GIRO account statements	Last completed audit year	Audit	
Daily cash book	6 years	Legal	
Banking returns	6 years	Legal	
Unrepresented cheque list	6 years	Legal	

Bank reconciliations	6 years	Legal	
Investments	Indefinite	Audit	
Petty cash, postage, phone records	Current plus 6 years	Audit	
Main cash book (Receipts & Payments)	Permanently	Legal	
Cash received/cheque payment sheets	Current plus 6 years	Legal	
Pension fund details	Permanently	Legal	
Document	Retention Period	Why Retain	Location
Cheques stubs/remittance advice	Last completed audit year	Audit	
Invoice	6 years (revenue)	Legal	
Purchase requisitions	2 years	Audit	
Purchase orders	2 years (revenue) 3 years after expiry (capital)	Audit	
VAT records	6 years	VAT	
Property Receipts:			
Leases	12 years after lease end	Legal	
Architect builder agreements	6 years after contract ends	Legal	
Planning permission	12 years after interest ends	Legal	
Planning:			
Permission granted (all papers)	Until development completed	To check compliance	NB The Planning Authority will retain all these documents
Permission granted on appeal	Until development completed		
Permission granted on appeal (decision)	Permanently	May set a precedent	
Permission refused on appeal (decision)	Permanently		
Permission refused	Until end of appeal period		
Structure, local plans etc	Until superseded	Management	
Halls, Centres, Recreation Grounds			
<ul style="list-style-type: none">Applications to hire,lettings diaries,copies of bills to hirers,records of tickets issued	6 years	VAT	
Allotments:			
Register and plans	Indefinite	Audit, archive	
Burial Grounds:			
<ul style="list-style-type: none">Register of fees collected,Register of burials,Register of purchased gravesRegister of grave spacesRegister of memorialsApplications for interment,Applications for right to erect memorialsDisposal certificates,Copy certification of grant of exclusive right of burial	Indefinite	Archive, legal	
Other documents:			
<ul style="list-style-type: none">Standing OrdersFinancial RegulationsPolicies	Indefinite until superseded		
Register of Electors	1 year		
NALC, CALC, etc information	As long as relevant		

Magazines and journals	For as long as relevant / pertinent		
Correspondence relating to the above	See relevant sections above – review annually		
Correspondence from the public on general issues	For as long as relevant / pertinent		

Resolved and adopted at the Town Council Meeting on 26th September 2022

Signed



Date



Chairman of Council Cllr Mark Jordan

Document Review Date: no later than September 2023