

## CAERWYS TOWN COUNCIL

### RETENTION OF DOCUMENTS

#### DOCUMENT RETENTION POLICY STATEMENT

1. **Purpose: Caerwys Town Council** require a wide variety of documents for transacting its business and is committed to retaining these documents in a format and for periods of time that:
  - Enables the Council to meet its statutory obligations in respect of documents subject to legislation;
  - Ensures security of documents;
  - Protects employees' privacy;
  - Facilitates access to information;
  - Optimises the use of storage space;
  - Is cost effective; and
  - Facilitates destruction of redundant documents.
2. **Scope:** This Policy applies to users of this Council's information records, both paper and electronic, it includes Councillors and employees.
3. **Statutory Requirements:** Documents subject to a statutory period of retention are identified by their associated legislation.
4. **Security of Documents:** This Council's records are held in paper and/or electronic format.
5. **Employees' Privacy:** The privacy of personnel records will be appropriately assured.
6. **Availability & Access:** All records necessary for this Council's business will be retained for a period of time that reasonably assures the availability of records As needed.
7. **Storage Space and Cost:** Redundant records may be destroyed in order to reduce the cost of storage, indexing and handling the vast quantity of documents that would otherwise accumulate. Destruction of documents will be undertaken in accordance with the provisions of this Policy.
8. **Electronic Storage:** Records maintained electronically will be subject to the same rules of retention and security as paper records.
9. **Implementation of Policy:** The Clerk will be responsible for the implementation of the Policy.
10. **Monitoring & Review of Policy:** The Council will review this policy annually at the October Council meeting. To monitor its effectiveness and take account of users' comments.

DETAILS OF VARIOUS DOCUMENTS	MINIMUM LOCAL RETENTION PERIOD	REASON
<p><b><u>ACCOUNTS</u></b></p> <p>Record of Yearly Audited Accounts  Audit Reports &amp; Recommendations  Paid Invoices / Accounts  VAT Records  PAYE / NI Payments / Information  Receipt and Payment Accounts Books  Audit Correspondence</p> <p>Bank Paying-in Books  Bank Statements  Cheque Book Stubs</p>	<p>6 years  6 years  6 years  6 years  6 years  6 years  6 years</p> <p>6 years  6 years  6 years</p>	<p>Legal and Audit Requirements  Legal and Audit Requirements  Legal and Audit Requirements  Legal and Audit Requirements  Legal and Audit Requirements  Legal and Audit Requirements  Legal and Audit Requirements</p> <p>Legal and Audit Requirements  Legal and Audit Requirements  Legal and Audit Requirements</p>
<p><b><u>Council Records</u></b></p> <p>Minutes of meetings  Members allowances register  Councillors Declaration of Office  Council Policies  Title deeds, leases, agreements, contracts  Legal Papers</p>	<p>Indefinite (County Archive)  6 years  Term of Office + 1 year  Until superseded  Indefinite (County Archive)  Indefinite (County Archive)</p>	<p>Tax, Limitation Act 1980 (as amended)</p>
<p><b><u>Insurance</u></b></p> <p>Policies</p>	<p>1 year</p>	

<p>Claims Correspondence Employer's Liability Insurance Certificate</p> <p>Public Liability Certificate Accident Reports and relevant correspondence</p>	<p>3 years after settlement.40 years from date on which insurance commenced or was renewed.</p> <p>40 years 3 years after settlement.</p>	<p>The Employers' liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management</p>
<p><b><u>Employee Records</u></b></p> <p>Personnel Records</p> <p>Applications / jobs where the candidate was unsuccessful</p>	<p>6 years after employment ceases One year after notifying the unsuccessful candidate.</p>	<p>Limitation Act 1980 Discrimination Acts 1975 &amp; 1986 Race Relations Act</p>
<p><b><u>General / Miscellaneous</u></b></p> <p>General Correspondence E-mails Planning applications</p>	<p>1 year (Clerk to filter) 3 years 6 months</p>	<p>Business continuity Business continuity Earlier Plans / Details available from County Council web site</p>

**R. Phillip Parry**  
**Clerk to the Council**

(Reviewed – October 2025)