

LLANFAIR CAEREINION TOWN COUNCIL

Retention, Disposal and Archive of Records Policy

1. Introduction

- 1.1 Llanfair Caereinion Town Council accumulates information and data during the course of its everyday activities. This includes information generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document/media. The Town Council recognises that its records are an important public asset, and are a key resource to effective operation, policymaking and accountability. Like any asset records require careful management and this policy sets out the Council's responsibilities and activities in respect to this with an emphasis on the introduction of a data retention document agreed by all service areas. The retention schedule (appendix 1) prescribes the period for which different.

2. Scope

- 2.1 The Town Clerk and elected Members of Llanfair Caereinion Town Council have a responsibility to effectively manage Town Council records in accordance with legislation and guidelines.

3. Definitions

A record is defined as any information held by the Council regardless of medium (including paper, microfilm, electronic, audio-visual and record copies of publications) which is created, collected, processed, used, stored and/or disposed of by Town Council employees and Councillors as well as those acting as agents during Town Council activity.

Information that is duplicated or has short-term facilitative value such as compliment slips, catalogues and trade journals, telephone message slips, non-acceptance of invitations, requests for stock information such as maps, plans or advertising material, out of date distribution lists and duplicate copies are outside the scope. As are duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports. Electronic copies of documents where a copy has been filed into the electronic documents records management system are also included as duplicated.

4. Objectives

The aim of this policy is to define a framework for managing the Town Council's records, with an emphasis on data retention to ensure that the Town Council:

- Creates and captures accurate, authentic and reliable records
- Maintain records to meet the Authority's business needs
- Disposes of records that are no longer required in an appropriate manner.
- Protects vital records
- Shares information in accordance with guidelines and legislation
- Conforms to any legal and statutory requirements relating to record-keeping
- Complies with government directives

5. Records Creation and Record Keeping

The Town Council should have in place a record keeping system (paper or electronic) that documents its activities and provides for quick and easy retrieval of information. It must also consider the legal and regulatory environment specific to the information being retained. The system must include:

- Records arranged and indexed in such a way that they can be retrieved quickly and efficiently
- Procedures and guidelines for referencing, indexing and security marking
- Procedures for keeping the system updated
- Documentation of this system and guidelines on how to use it.

6. Record Maintenance

The record keeping system must be maintained so that the records are properly stored and protected and can easily be located and retrieved to include: -

- Ensuring that adequate storage accommodation is provided for the records.
- Tracking and monitoring any movement of records so that they can be easily retrieved and provides a clear audit trail.
- Controlling access to the information
- The Town Council will not keep personal data for longer than its needs for the purposes collected, though the Town Council may retain it for longer if keeping it for the public interest archiving, scientific or historical research, or statistical purposes.
- Ensuring that non-current records are transferred in a controlled manner to a designated records centre, Glamorgan Archives rather than stored in offices.

7. Record Retention and Disposal

With increasing public access to Town Council records, it is important that disposal of records happens as part of a managed process and is adequately documented. The records keeping system should be set up to deal with the routine destruction of records and ensure that personal data is not retained for longer than it is needed (see appendix 1).

This retention schedule (appendix 1) refers to record series regardless of the media in which they are stored.

Appendix 1

Document	Minimum Retention Period	Reason
Minutes		
Minutes & Agendas for Council Meetings	Indefinite	Archive
Minutes of Committee Meetings	Indefinite	Archive
Business Strategies and Plans	Indefinite	Archive
Byelaws and orders	Indefinite	Archive
Councillors Declarations and Acceptance of Office	Indefinite	Archive
Gifts and Hospitality	Indefinite	Archive
Employment		
Staff employment contracts	6 years after ceasing employment	Management
Staff Payroll information	6 years	Management
Staff references	6 years after ceasing employment	Management
Application Forms (interview unsuccessful)	6 months	Management
Application forms (Interview successful)	6 years after ceasing employment	Management
Disciplinary Files	6 years after ceasing employment	Management
Staff Appraisals	6 years after ceasing employment	Management
Finance		
Scales and fees and charges	6 years	Management
Receipt and payments accounts *	Indefinite	Archive
Bank statements	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Paid Invoices	6 years	VAT
Paid Cheques	6 years	Limitation Act 1980
Payroll Records	6 years and current year	HMRC

Petty cash accounts	6 years	VAT
Insurance		
Insurance policies	6 years after policy ends	Management
Certificates for insurance against liability for employees	6 years after policy ends	Management
Certificates for Public Liability	6 years after policy ends	Management
Insurance claim records	6 years after policy ends	Management
Health and Safety Records		
Accident Books	3 years from date of last entry	Statutory
Inspection Safety Records (Play, Trees, Building, Memorials)	21 years	Archives
Risk Assessments	3 years	Management
General Management		
Correspondence General	Retain as long as useful	Judgement: destroy or archive
General Correspondence and papers on important local issues	Indefinite	Archive
Councillors contact details	Duration of Membership	Management
Lease Agreements	12 years	Limitation Act 1980
Contracts and Agreements	6 years	Limitation Act 1980 Archive
E-Mail Messages	At end of useful life	Management
Consent Forms	5 years	Management
Licences		
GDPR Security Compliance Form	Duration of Membership	Management
GDPR Councillor Resignation Check list	1 year after date of resignation	Management
• The council's accounts are a rich source of social history information and should be archived indefinitely wherever practical to do so		

Appendix 1 is not a definitive list it is a working document to be reviewed and adjusted as required and in accordance with statutory/legislative requirements.