



# Darley Dale Town Council

## Serving the people of Darley Dale

### **DARLEY DALE TOWN COUNCIL** **RETENTION OF DOCUMENTS POLICY**

Darley Dale 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 Town Council.

This document provides the policy framework through which this effective management can be achieved and audited. It covers: The Scope, Responsibilities, Retention Schedule and Scope of the policy

This policy applies to all records created, received or maintained by Darley Dale Town Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the 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 the Town Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

#### **Responsibilities:**

Darley Dale Town Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment.

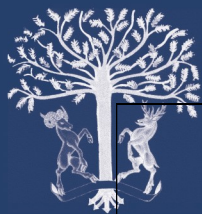
#### **Retention Schedule:**

Under the Freedom of Information Act 2000, the Town Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored.

#### **Retention of Documents:**

| DOCUMENT        | MINIMUM RETENTION | REASON  |
|-----------------|-------------------|---------|
| Minutes         | Indefinite        | Archive |
| Annual Accounts | Indefinite        | Archive |
| Annual Returns  | Indefinite        | Archive |



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|   |                        |                        |
|---|------------------------|------------------------|
|   |                        |                        |
| Bank statements                               | 6 years                | Audit                  |
| Receipt and Payment Accounts                  | Indefinite             | Archive                |
| Cheque Book Stubs                             | 6 years                | Audit                  |
| Bank Paying in books                          | 6 years                | Audit                  |
| Paid Invoices                                 | 6 years                | Audit                  |
| Paid Cheques                                  | 6 years                | Audit                  |
| VAT Records                                   | 6 years                | Audit                  |
| Salary Records                                | 12 years               | Statute of Limitations |
| Tax and NI Records                            | 12 years               | Statute of Limitations |
| Insurance Policies                            | While valid            | Management             |
| Title Deeds, Leases, Agreements and Contracts | Indefinite             | Audit Management       |
| Declaration of Acceptance of Office           | Term of office +1 year | Management             |
| Register of Members Interests                 | Term of office +1 year | Management             |
| Complaints                                    | 1 year                 | Management             |
|   |                        |                        |

### **Planning Applications:**

All planning applications and relevant decision notices are available on the Derbyshire Dales District Council website as they are the Planning Authority. There is no requirement to retain duplicates locally. All r Darley Dale Town Council recommendations in connection with these applications are recorded in the Council minutes and are retained indefinitely.

### **Disposal procedures:**

All documents that are no longer required for administrative reasons should be dealt with as follows

- Paper work - will either be shredded on site and disposed of
- Paper work (large amounts) - a reputable company will be employed to take the information away for confidential destruction
- Electronically – information held on computer will be deleted in an appropriate manner when it is no longer required as per the above.

| <b>Version</b> | <b>Status</b> | <b>Date</b> |
|----------------|---------------|-------------|
| 01             | Draft         | August 2018 |
| 01             | Approved      |             |
| 01             | Review Date:  | June 2019   |